

**Mayor**  
Michael Mattox

**Vice Mayor**  
Beverley Dalton

**Council Members**  
Jay Higginbotham      William "Bill" Ferguson  
Charles Edwards      Tracy Emerson  
Tim George

---

Altavista Town Council  
October 8, 2013 Regular Meeting Agenda  
7:00 p.m.  
J.R. "Rudy" Burgess Town Hall – 510 Main Street

**ALL CELLPHONES AND ELECTRONIC DEVICES ARE TO BE SILENCED OR TURNED OFF IN COUNCIL CHAMBERS.**

---

**5:00 p.m.      Town Council Closed Meeting**

- Section 2.2-3711(A).5 – Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.

**6:45 p.m.      Finance Committee Meeting (Large Conference Room)**

**7:00 p.m.      Regular Council Meeting (Council's Chambers)**

**I.      Call to Order**

**II.      Invocation**

**III.      Approval of Agenda**

**IV.      PUBLIC COMMENT PERIOD:** Notes on Comment Period – Each speaker is asked to limit comments to 3 minutes and the total period for all speakers will be 15 minutes or less. Council is very interested in hearing your concerns; however speakers should not expect Council action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate town officials or staff and may be scheduled for a future agenda. Thank you for your consideration of the Town Council, staff and other speakers.

**V.      SPECIAL ITEMS OR RECOGNITIONS** (Time allotted as needed)

**VI.      CONSENT AGENDA** (Estimated Time: 5 minutes)

- Approval of Minutes – *Regular Meeting September 10, 2013 (Attachment #1a)*
- Receive monthly review of Invoices (*Attachment #1b*)
- Receive monthly review of Revenues & Expenditures (*Attachment #1c*)
- Receive monthly review of Reserve Balance/Investment Report (*Attachment #1d*)
- Departmental Monthly Reports (*Attachment #1e*)
  - Administration
  - Business License
  - Community Development
  - Economic Development
  - Police Department
  - Public Works Department

*Altavista Town Council Meeting*  
*October 8, 2013 Agenda – continued*

- Transit System
- Wastewater Department
- Water Department

**VII. PUBLIC HEARING(S)** (Estimated Time: 15 minutes)

- A) Virginia Department of Transportation's "Transportation Alternatives Program" grant application (Attachment #2a)

**VIII. STANDING COMMITTEE/COMMISSION/BOARD REPORTS** (Estimated Time: 15 minutes)

- A) Council Committees
  - i) Finance/Human Resources Committee (Dalton) (Attachment #3a)
  - ii) Police/Legislative Committee (Edwards) (Attachment #3b)
  - iii) Public Works/Utility Committee (Ferguson) (Attachment #3c)

- B) Others

**IX. NEW BUSINESS** (Estimated Time: 0 minutes)

**X. UNFINISHED BUSINESS** (Estimated Time: 0 minutes)

**XI. MANAGER'S REPORT** (Estimated Time: 5 minutes )

- A) Project Updates (Attachment #5a)
- B) Other Items as Necessary
- C) Informational Items (Attachment #5b)
- D) Town Council Calendars (October/November) (Attachment #5c)

**XII. Matters from Town Council**

**XIII. CLOSED MEETING AND ACTION**

**XIV. Adjournment**

Notice to comply with Americans with Disabilities Act: Special assistance is available for disabled persons addressing Town Council. Efforts will be made to provide adaptations or accommodations based on individual needs of qualified individuals with disability, provided that reasonable advance notification has been received by the Town Clerk's Office. For assistance, please contact the Town Clerk's Office, Town of Altavista, 510 Seventh Street, Altavista, VA 24517 or by calling (434) 369-5001.

Thank you for taking the time to participate in your Town Council meeting. The Mayor and Members of Council invite and encourage you to attend whenever possible because good government depends on the interest and involvement of citizens.

<b>AGENDA ITEM</b>	<b>SYNOPSIS AGENDA</b> <b>OCTOBER 8, 2013</b> <b>REGULAR ALTAVISTA TOWN COUNCIL MEETING</b>
<b>I. Call To Order</b>  <b>II. Invocation</b>	<b>Kelsy Brown, Pastor of Altavista Presbyterian Church</b>
<b>III. Approval Agenda</b>	<ul style="list-style-type: none"> <li>• Approve Agenda as presented or modified.</li> </ul> <i>Enclosure: NO</i>
<b>IV. Public Comment Period</b>	<i>Enclosure: NO</i>
<b>V. Special Items or Recognitions</b>	<i>NO ITEMS AT THIS TIME</i> <i>Enclosure(s): No</i>
<b>VI. Consent Agenda</b>	a) Approval of Minutes – Regular Meeting of September 10, 2013 b) Receive monthly Invoices c) Receive monthly review of Revenues and Expenditures d) Receive month review of Reserve Balance/Investment Report e) Departmental Reports <i>Enclosures: YES</i>  <b><i>Need a motion to Approve the items on the Consent Agenda.</i></b>
<b>VII. Public Hearings</b>	❖ <b>VIRGINIA DEPARTMENT OF TRANSPORTATION’S  “Transportation Alternatives Program” Grant  Application - <i>Altavista Route 43 Downtown  Gateway Project</i>  (PUBLIC HEARING WAS ADVERTISED FOR 7:30 p.m.)</b>  <i>Enclosure: YES</i>

<p><b>VIII. Standing Committees /Commissions/ Board Reports</b></p>	<ul style="list-style-type: none"> <li>❖ <b>Finance/Human Resources Committee Report – Chairman Dalton</b></li> <li>❖ <b>Police/Legislative Committee: Chairman Edwards</b></li> <li>❖ <b>Public Works/Utility Committee: Chairman Ferguson</b></li> </ul> <p>Others:</p> <p><i>Enclosures: YES</i></p>
<p><b>IX: New Business</b></p>	<ul style="list-style-type: none"> <li>❖ <b>None scheduled at this time.</b></li> </ul> <p><i>Enclosure: N/A</i></p>
<p><b>X: Unfinished Business</b></p>	<ul style="list-style-type: none"> <li>❖ <b>None scheduled at this time</b></li> </ul>
<p><b>XI: Manager's Report</b></p>	<ul style="list-style-type: none"> <li>a. Enclosed is a Project Update report provided by the Town Manager. <i>Enclosure: YES</i></li> <li>b. (None at this time) <i>Enclosure: No</i></li> <li>c. (None at this time) <i>Enclosure: No</i></li> <li>d. Town Council Calendars <i>Enclosure: Yes</i></li> </ul>

<b>XII: Matters from Town Council</b>	
<b>XII: Closed Meeting</b>	

## REMINDER OF COUNCIL AND COMMITTEE MEETINGS

### **Public Works/Utility Committee**

REGULAR MEETING: Wednesday, October 23, 2013 at 7:00 a.m.

### **Finance/Human Resources Committee**

REGULAR MEETING: Tuesday, November 5, 2013 at 4:00 p.m.

### **Police/Legislative Committee**

REGULAR MEETING: TBA

### **Town Council Meeting**

REGULAR MEETING: Tuesday, November 12, 2013

### **OTHER MEETINGS**

**Retirement Dinner for Frank Murray @ Avoca –Wednesday, October 9<sup>th</sup> – 6:00 p.m.**

**County/Town Joint Dinner Meeting @ Train Station – Thursday, October 10<sup>th</sup> 6:30 p.m.**

Regular Council Meeting—September 10, 2013

The meeting of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street on September 10, 2013 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Rev. Carlton Gunter, Penuel Baptist Church, gave the invocation.

Council members  
present:

Mayor Michael Mattox  
Mr. Tracy Emerson  
Mr. Bill Ferguson  
Mr. Timothy George  
Mr. Jay Higginbotham

Council members  
absent:

Mrs. Beverley Dalton  
Mr. Charles Edwards

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager  
Mr. Daniel Witt, Assistant Town Manager  
Mrs. Tobie Shelton, Finance Director  
Interim Chief Ken Walsh, Police Department  
Mr. John Tomlin, Director of Public Works  
Mr. Steve Bond, Wastewater Treatment Director  
Mrs. Megan Lucas, Economic Dev. Director  
Mr. John Eller, Town Attorney  
Mrs. Mary Hall, Administration

3. Mayor Mattox asked if there were any questions regarding the agenda.

A motion was made by Mr. Emerson, seconded by Mr. George, to approve the agenda.

Motion carried:  
VOTE:

Mr. Michael Mattox	Yes
Mr. Tracy Emerson	Yes
Mr. Bill Ferguson	Yes
Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes

4. Public Comment

Mayor Mattox asked if anyone would like to speak on anything not listed on the agenda.

Mr. Herb Miller, President of Altavista on Track (AOT) and resident of the Leesville Lake area, addressed Council advising Ms. Jo Kelley has retired from AOT and Ms. Linda Rodriguez has assumed Ms. Kelley’s duties as executive director, effective September 1, 2013. Mr. Miller thanked Ms. Kelley for coming out of retirement and assuming that position when the Executive Director resigned. He mentioned the upcoming Scarecrow Stroll, the Town wide Yard Sale and the Gibley Jog as scheduled AOT events.

Mayor Mattox welcomed Ms. Rodriguez and thanked Ms. Kelley for her service to the Town.

5. Special Items or Recognitions
6. Consent Agenda

## Regular Council Meeting—September 10, 2013

- a) Approval of Minutes-Regular Meeting August 13, 2013
- b) Receive monthly review of Invoices
- c) Receive monthly review of Revenue & Expenditures
- d) Receive monthly review of Reserve Balance/Investment Report
- e) Departmental Monthly Reports
  - Administration
  - Business License
  - Community Development
  - Economic Development
  - Police Department
  - Public Works Department
  - Transit System
  - Wastewater Department
  - Water Department

A motion was made by Mr. Ferguson, seconded by Mr. Emerson, to approve the items as listed on the consent agenda.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

### 7. Public Hearings

### 8. Standing Committee/Commission/Board Reports

#### a) Council Committees

##### i. Finance/Human Resources Committee

#### Virginia Retirement System (VRS) Hybrid Retirement Plan and Disability Program

Mr. Ferguson advised of a memorandum from Mrs. Tobie Shelton, Finance Director, regarding the new Virginia Retirement System (VRS) Hybrid Retirement Plan that will become effective on January 1, 2014. As outlined in Mrs. Shelton's memo, an employee's VRS plan will be determined by their date of hire and all new employees, after January 1, 2014, will be under the Hybrid Plan. Under the Hybrid Plan, the disability retirement coverage will cease to exist, therefore creating the necessity to provide this coverage under a different mechanism. There are options for providing this coverage and staff is assessing those options. He advised the decision as to whether to participate in the newly created Virginia Local Disability Program will need to be made at this time. Based on staff's recommendation, the Committee recommends that the Town of Altavista adopts the resolution to "opt out of the Virginia Local Disability Program". It is staff's feelings that a better disability coverage option can be achieved either through the VML Insurance Programs (VMLIP) or VaCorp.

Mr. Higginbotham suggested tabling this item until full Council is present.

Mr. Ferguson noted Mr. Edwards and Mrs. Dalton are on the Finance Committee and was in favor of opting out at the Finance Committee meeting.

A motion was made by Mr. Ferguson, seconded by Mr. George, to adopt the resolution to "opt out of the Virginia Local Disability Program".

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	No

**RESOLUTION**

**Irrevocable Election Not to Participate in Virginia Local Disability Program**

WHEREAS, by enacting Chapter 11.1 of Title 51.1 of the *Code of Virginia*, the Virginia General Assembly has established the Virginia Local Disability Program (“VLDP”) for the payment of short-term and long-term disability benefits for certain participants in the hybrid retirement program described in Virginia Code § 51.1-169; and

WHEREAS, for purposes of VLDP administration, an employer with VLDP-eligible employees may make an irrevocable election on or before November 1, 2013, requesting that its eligible employees not participate in VLDP as of the VLDP effective date of January 1, 2014, because it has or will establish, and continue to maintain, comparable employer-paid disability coverage for such employees that meets or exceeds the coverage set out in Chapter 11.1 of Title 51.1 of the *Code of Virginia*, with the exception of long term care coverage, by January 1, 2014; and

WHEREAS, it is the intent of The Town of Altavista, 55324, to make this irrevocable election to request that its eligible employees not participate in VLDP;

NOW, THEREFORE, IT IS HEREBY RESOLVED that The Town of Altavista irrevocably elects not to participate in VLDP because it has or will establish, and continue to maintain, comparable employer-paid disability coverage for such employees; and it is further

RESOLVED that, as an integral part of making this irrevocable election, The Town of Altavista certifies that it has or will establish, and continue to maintain, comparable employer-paid disability coverage for such employees.

Adopted in Altavista, Virginia this 10<sup>th</sup> day of September, 2013

Authorized Signature

Title

**Water Improvements-Reimbursement Resolution**

Mr. Ferguson advised at last month’s Council meeting, Council authorized the Town Manager to execute the "engineering services" contract with WW Associates for the *Bedford Avenue Waterline Replacement Project (1A)*. Staff continues to review and weigh the options in regard to the funding of this project, which is an estimated total of \$2.5 million. At this time, the Committee recommends that Council adopt the reimbursement resolution, which would allow the Town to pay itself back for any expenses incurred on this project, should it decide to finance the project. He noted a meeting was conducted on September 9, 2013 and the amount was raised to maximum not to exceed \$3 million.

A motion was made by Mr. Ferguson, seconded by Mr. Higginbotham, to adopt the reimbursement resolution related to the *Bedford Avenue Waterline Replacement Project (1A)* be adopted.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes



## Regular Council Meeting—September 10, 2013

### **RESOLUTION OF OFFICIAL INTENT TO REIMBURSE EXPENDITURES WITH PROCEEDS OF A BORROWING**

**WHEREAS**, the Town of Altavista, Virginia (the "Borrower"), intends to acquire, construct and equip improvements to its water systems, including but not limited to, replacement of certain water lines and replacement of pumps, meters and filters (collectively, the "Project"); and

**WHEREAS**, plans for the Project have advanced and the Borrower expects to advance its own funds to pay expenditures related to the Project (the "Expenditures") prior to incurring indebtedness and to receive reimbursement for such Expenditures from proceeds of tax-exempt bonds or taxable debt, or both;

#### **BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF ALTAVISTA, VIRGINIA:**

I. The Borrower intends to utilize the proceeds of tax-exempt bonds (the "Bonds") or to incur other debt, in an amount not currently expected to exceed \$3.0 million to pay the costs of the Project.

2. The Borrower intends that the proceeds of the Bonds be used to reimburse the Borrower for Expenditures with respect to the Project made on or after the date that is no more than 60 days prior to the date of this Resolution. The Borrower reasonably expects on the date hereof that it will reimburse the Expenditures with the proceeds of the Bonds or other debt.

3. Each Expenditure was or will be, unless otherwise approved by bond counsel, either (a) of a type properly chargeable to a capital account under general federal income tax principles (determined in each case as of the date of the Expenditure), (b) a cost of issuance with respect to the Bonds, (c) a nonrecurring item that is not customarily payable from current revenues, or (d) a grant to a party that is not related to or an agent of the Borrower so long as such grant does not impose any obligation or condition (directly or indirectly) to repay any amount to or for the benefit of the Borrower.

4. The Borrower intends to make a reimbursement allocation, which is a written allocation by the Borrower that evidences the Borrower's use of proceeds of the Bonds to reimburse an Expenditure, no later than 18 months after the later of the date on which the Expenditure is paid or the Project is placed in service or abandoned, but in no event more than three years after the date on which the Expenditure is paid. The Borrower recognizes that exceptions are available for certain "preliminary expenditures," costs of issuance, certain de minimis amounts, expenditures by "small issuers" (based on the year of issuance and not the year of expenditure) and expenditures for construction of at least five years.

5. The Borrower intends that the adoption of this resolution confirms the "official intent" within the meaning of Treasury Regulations Section 1.150-2 promulgated under the Internal Revenue Code of 1986, as amended.

6. This resolution shall take effect immediately upon its passage. Adopted

September 10, 2013

### **AEDA “All Hands” Meeting-Funding Request**

Mr. Ferguson advised the Altavista Economic Development Authority (AEDA) has decided to hold an "All Hands" meeting as outlined in the memorandum from Chairperson Rayetta Webb, Altavista Economic Development Authority. The AEDA is requesting that the Town of Altavista underwrite the cost of the meal for this event. The Finance Committee has reviewed this request and recommends that the Town cover the cost of the meal up to a not to exceed amount of \$1,000. Staff feels this expenditure can be taken from the Administration's "Miscellaneous Expenses" line item.

A motion was made by Mr. Ferguson, seconded by Mr. George, that the Town authorizes the expenditure of up to \$1,000 for the meal related to the AEDA's “All Hands” meeting."

Mr. Higginbotham questioned if the EDA had a budget that could cover the expenses.

Mayor Mattox responded the EDA has a set amount of money and does not have a revenue source; taking money from their budget would reduce the EDA's ability to give incentives.

Mr. Coggsdale clarified there are monies under the EDA but it is not funded through the Town; this money goes back many years from private

## Regular Council Meeting—September 10, 2013

donations. He stated the purpose of this event is to bring together the committees, organizations and volunteers recognizing their service to the community and to discuss economic development.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	No

### Altavista Commons Meals Tax Issue

Mr. Ferguson advised at last month's meeting, a citizen requested that the agreement regarding the Town/County sharing of meals tax revenue be reviewed for its legality. The Committee was updated by the Town Attorney and decided that the agreement is in place and the Town should proceed with payment to the County as outlined in the agreement.

Town Attorney, Mr. Eller, advised he was at the Finance Committee meeting and noted the agreement the town has with the county is separate from the court order that affects the boundary line adjustment. He stated the document pertaining to the meals tax agreement is a memorandum of understanding which was entered into October 26, 2006 between the Campbell County Board of Supervisors and Council of the Town of Altavista. It is not, by its own language, stated to be a binding agreement on a future Council. It states it is a moral commitment based on the negotiations that were made when the boundary line adjustment was settled on. He mentioned the Council of 2006 cannot bind the Council of 2013. Mr. Eller mentioned the Town of Altavista received what it bargained for; additional territory and tax base and felt it was time for the County to receive what they bargained for.

Mr. Higginbotham felt the Town should renegotiate with the County as Mr. Emerson or Mr. George was not part of Council in 2006.

Mayor Mattox reminded Mr. Higginbotham that Council unanimously voted for this agreement and he was included in the vote.

Mr. Higginbotham felt it was a bad agreement for the Town.

Mr. Ferguson responded Mr. Higginbotham's comment was a matter of opinion as the Town has gained a boundary adjustment and additional tax revenue.

Mayor Mattox added the Town has benefited from meals taxes and other revenue for eight years. This is the first year the meals taxes have exceeded the \$2.5 million figure. He reminded Mr. Higginbotham the Town is in the process of discussing utility agreements with the County.

Mr. Higginbotham stated the reality is the Town controls the sewer and the County out negotiated the Town. He stated with the new Council they could address this issue and can sit back and not get locked into giving funds that are collected on the meals tax to the County. He felt the way it was structured it was not a good deal because as time goes on the Town will receive less proportionally.

Mayor Mattox stated he felt this matter was subject to negotiations but the Town has agreed up to this point and should move forward with payment to the County.

Mr. Higginbotham referred to the local citizen who has raised the issue if it is legal for the County to circumvent the will of the County citizens voting down a meals tax and felt the citizen was right.

Mayor Mattox felt the Town has benefited greatly with the agreement.

## Regular Council Meeting—September 10, 2013

Mr. Higginbotham asked that this item be postponed until a full Council is present.

Mayor Mattox responded the recommendation from the Committee is to move forward with payment of the meals tax revenue to the County and called for a consensus.

Mr. Higginbotham mentioned the Altavista taxpayers are paying for the recycling bins at the Wal-Mart Center and being used by County residents.

Mayor Mattox responded County residents shop and eat in the Town of Altavista as well.

It was the consensus of Council to proceed with the agreement.

### VDOT's MAP 21 Project Application Submittal

Mr. Ferguson advised staff has been discussing the potential for filing an application for the "last leg" of the Downtown Streetscape project which would encompass 7<sup>th</sup> Street from Broad Street to Bedford Avenue over to Main Street back to Broad Street. He noted applications to VDOT's MAP 21 (formerly the TEA -21 program) are due November 21, 2013. Staff has consulted with Region 2000 and their staff is willing to assist with the Town's application at no charge. It is the Finance's Committee's recommendation to proceed with this application.

It was consensus of Council to move forward with the VDOT's MAP 21 Project Application.

### Other Items/Updates

Mr. Ferguson advised the following:

- Armory Reuse/Redevelopment proposals review: Staff has communicated with the Masonic Lodge and is currently awaiting a more detailed, specific submittal of their original proposal.
- Health Care Benefits for Retirees – Staff continues to address this issue and the Committee felt this may be an issue that could be reviewed in the spring of 2014 when insurance renewals will be considered.
- Recreational Funding – English Park (County portion) – The Committee discussed that they would have a "cooperative spirit" towards funding if the existing County funding falls short of what is needed for the proposed priorities identified.

- ii. Police/Legislative Committee
- iii. Public Works/Utility Committee

### Parking Layout—7<sup>th</sup> Street

Mr. Ferguson reported at last month's Council meeting the Public Works Committee recommended and Council approved a curb cut and cross walk that would connect the Town Hall entrance on 7<sup>th</sup> Street with the opposing side of the street. Part of the approval was to communicate with the property owners along the street. Following this process, it was determined that an additional curb cut on the east side of 7<sup>th</sup> Street (between Central Baptist Church and Dr. West's dental office) would be advantageous to the businesses in this area. Following discussion, the Committee recommends this addition to the previous approved curb cut and crosswalk. This work would be added to the existing contract for the on-going streetscape project.

## Regular Council Meeting—September 10, 2013

A motion was made by Mr. Ferguson, seconded by Mr. Emerson, to add an additional curb on the east side of 7<sup>th</sup> Street.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

### Altavista Band Boosters Agreement—Trade Lot

Mr. Ferguson advised the Committee reviewed the draft of the proposed Trade Lot Agreement between the Town of Altavista and the Altavista Band Boosters. Staff and he have been working on this item for some time. Mr. Ferguson noted that this is a significantly different document than the existing agreement. Several sections have been removed, the Altavista Band Boosters have requested a change in the times they will use the lot (Section 1.), and the agreement seeks to promote better utilization of the lot (Section 6.) The Band Boosters felt they do not need December, January and February as there are few vendors and allows full usage of the parking lot for the YMCA. He stated the Committee's recommendation to approve this agreement.

Mr. Higginbotham questioned the availability of the lot for those who do want to sell these three months.

Mr. Ferguson stated the agreement seeks to have better utilization of the lot. Previously the entire lot was shut down for the first weekend of each month for the trade lot. For the slower months, vendors will be set up on the south side of the lot using only the amount of property that is needed.

Mr. Coggsdale stated the vendors could seek authorization from the Town. The Band Boosters will not be in charge of the trade lot for those three months. He stated some guidelines need to be in place outside of the Band Booster's agreement with the Town.

Mr. Higginbotham felt someone wanting to set up on the first Saturday of the month should not be restricted.

Mayor Mattox referred the matter of the trade lot usage in the months of December, January, and February back to the Public Works Committee.

A motion was made by Mr. Ferguson, seconded by Mr. George, to approve the agreement between the Town and the Altavista Band Boosters, as presented or as amended, regarding use of the Trade Lot.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

### Town Bicycle Accommodation Plan

Mr. Ferguson mentioned the Committee, as well as the rest of Council, was provided with a draft copy of the "*Town of Altavista-Bicycle Accommodation Plan*" created by Region 2000 Local Government Council. The Committee has been reviewing the document and is working on having a Region 2000 representative (Kelly Hitchcock) to come to a meeting to present and go over the plan.

## Regular Council Meeting—September 10, 2013

### Other Items/Updates

Mr. Ferguson advised the following:

- WWTP EOP – Several companies have taken samples during the past month, in an effort to prepare for "on-site" testing.

Mr. Higginbotham noted Mr. Lou Licht will be visiting in November to prune some of the trees and replant. Dr. Licht wants to dike off a small area to see if trees will grow in the sludge.

- English Park paving – Staff is working on developing options for the paving/surface treating of English Park.
- Utility Agreements- Staff continues to work on this item.

### b) Others

Mayor Mattox noted a meeting with the Campbell County Board of Supervisors, Town of Brookneal and Town of Altavista Council is scheduled for October 10, 2013. He felt utilities as well as meals taxes would come up for discussion. Mayor Mattox called for a closed session to be set for 5:00 p.m. on October 8 before the regularly scheduled Council meeting. He asked that Mr. Greg Haley and Mrs. Megan Lucas be in attendance for the closed session.

## 9. New Business

### a.) Delinquent Taxpayers List 2012 Consideration

Mrs. Shelton addressed Council advising they had been provided the annual listing of delinquent taxpayers as required by Section 70-3 of the Town Code. This year's outstanding taxes total \$33,679.80 (as of 9/03/13). A decrease over last year's listing by approximately \$6,100. Personal Property taxpayers account for the majority of the listing totaling \$21,215.09 - most of which are taxes on vehicles. She noted the Department of Motor Vehicles has been authorized to place stops on all active vehicles owned by these taxpayers. She mentioned there is a \$40 administrative fee for a stop to be removed once paid; half of the revenue remains with the Town and half is forwarded to DMV. The remainder of the listing accounts for outstanding real estate taxes totaling \$12,464.71.

Mrs. Shelton requested permission to advertise the presented listing of delinquent taxpayers in the Altavista Journal and to prorate the cost of the ad to the delinquent taxpayers. She noted prior to putting forth aggressive collecting efforts, over the last seven years, we collected on average 98.68% of taxes billed each year. After advertising and placing stops on vehicles, our collection efforts over these seven years increased to an average of 99.61%. According to our auditors, Robinson, Farmer, Cox Associates, based on their experience auditing local governments, most localities are around the mid 90's for a percent of tax levy collected. Mrs. Shelton also asked permission from Council to write-off taxes for deceased individuals in the amount of \$119.83. She noted due to the statute of limitations regarding personal property taxes, the 2008 taxes in the amount of \$5,866.98 are due to be written off and sought permission from Council to write-off the 2008 delinquent personal property taxes. She added the collection efforts will continue thru June 2014 on the 2008 personal property taxes.

Mr. Coggsdale mentioned approval to write off delinquent personal property taxes under \$20.00 in the amount of \$22.31 was also needed.

Regular Council Meeting—September 10, 2013

A motion was made by Mr. Emerson, seconded by Mr. Ferguson to advertise the presented listing of delinquent taxpayers in the Altavista Journal and to prorate the cost of the ad to the delinquent taxpayers; real estate: \$12,464.71 and personal property: \$21,215.09.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

A motion was made by Mr. Higginbotham, seconded by Mr. Emerson, that the delinquent taxes for deceased individuals be written off as amended, in the total amount of \$119.83.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

A motion was made by Mr. Higginbotham, seconded by Mr. Ferguson, that the delinquent personal property taxes under \$20.00 be written off, in the amount of \$22.31.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

A motion was made by Mr. Ferguson, seconded by Mr. Higginbotham, that the 2008 delinquent taxes are written off, due to the statute of limitations regarding personal property taxes in the amount of \$5,866.98.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

10. Unfinished Business

11. Manager’s Report

a) Project Updates

**VDOT Enhancement Project and Downtown Utility Replacement Project and Pittsylvania Avenue Intersection Project**

- Pittsylvania Avenue has been reopened.
- Utility Work continues on 7<sup>th</sup> Street.
- Concrete work along Main Street between Pittsylvania Avenue and Campbell Avenue continues.

**Bedford Avenue Waterline Replacement Project**

- Kick-off meeting for the project’s engineering design phase was scheduled for Monday, September 9<sup>th</sup>. Mr. Coggsdale presented Council with a brief outline of the meeting.

- b) Other Items as Necessary
- c) Informational Items

12. Matters from Town Council

13. Closed Session

Mayor Mattox asked Mrs. Lucas to participate in the closed session.

I move that the Altavista Town Council convene in closed session in accordance with the provisions set out in the *Code of Virginia*, 1950, as amended,

Section 2.2-3711 (A)(5) regarding discussion concerning a prospective business or industry or the expansion of an existing industry where no previous announcement has been made of the business’ or industry’s interest in locating or expanding its facilities in the community.

A motion was made by Mr. Higginbotham, and seconded by Mr. Emerson.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Council went into closed session at 7:50 P.M.  
Notice was given that council was back in regular session 8:00 P.M.

**FOLLOWING CLOSED SESSION:**

A motion was made by Mr. Higginbotham, and seconded by Mr. Emerson, to adopt the certification of a closed meeting.

**CERTIFICATION OF CLOSED MEETING**

WHEREAS, the town council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the town council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the town council hereby certifies that, to the best of each member’s knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the town council.

Regular Council Meeting—September 10, 2013

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Mayor Mattox asked if there was anything else to bring before Council.

No one came forward.

The meeting was adjourned at 8:01 p.m.

---

Michael E. Mattox, Mayor

---

J. Waverly Coggsdale, III, Clerk



ALL CHECKS REGISTER  
TOWN OF ALTAVISTA

ACCOUNTING PERIOD 03/2014  
FROM: 09/01/2013 TO: 09/30/2013

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
31428	4	BOXLEY AGGREGATES	09/06/2013	1,877.62
31429	12	BRENNTAG MID-SOUTH INC	09/06/2013	1,978.98
31430	208	CAMPBELL COUNTY CIRCUIT COURT	09/06/2013	30.00
31431	1	CENTRAL VA FAMILY PHYSICIANS	09/06/2013	280.62
31432	9999997	CHEEK, JAMES	09/06/2013	86.07
31433	20	J JOHNSON ELLER JR	09/06/2013	1,887.75
31434	71	FAIRPOINT COMMUNICATIONS	09/06/2013	397.30
31435	41	FISHER SCIENTIFIC	09/06/2013	843.01
31436	49	GERALDINE KAUFFMAN	09/06/2013	196.00
31437	52	HACH COMPANY	09/06/2013	387.67
31438	1	LAURA HEAVNER	09/06/2013	24.24
31439	1	PINE HAVEN PRESS	09/06/2013	36.76
31440	80	SOUTHSIDE ELECTRIC COOP	09/06/2013	809.32
31441	35	TREASURER OF VA/VITA	09/06/2013	117.31
31442	1	WILLIAM YEATTS	09/06/2013	94.76
31443	505	ALLIED JANITORIAL SERVICE INC	09/06/2013	1,002.75
31444	585	LEONARD ALMOND	09/06/2013	185.18
31445	569	DIAMOND PAPER CO INC	09/06/2013	153.24
31446	512	ELECSYS INTNL CORPORATION	09/06/2013	417.00
31447	301	ENGLISH'S LLC	09/06/2013	474.07
31448	324	FISHER AUTO PARTS	09/06/2013	30.53
31449	566	INTEGRATED TECHNOLOGY GROUP IN	09/06/2013	589.04
31450	411	MANPOWER	09/06/2013	1,040.00
31451	300	NAPA AUTO PARTS	09/06/2013	401.08
31452	454	O'REILLY AUTOMOTIVE INC	09/06/2013	164.93
31453	510	RIVER VALLEY RESOURCES LLC	09/06/2013	91.15
31454	586	JODY ROWLAND	09/06/2013	87.88
31455	542	WILLOUGHBY & ASSOCIATES INC	09/06/2013	350.00
31456	128	ADAMS CONSTRUCTION CO	09/13/2013	132,405.28
31457	84	ALTAVISTA JOURNAL	09/13/2013	387.90
31458	330	ATLANTIC UTILITY SOLUTIONS INC	09/13/2013	505.00
31459	103	BEACON CREDIT UNION	09/13/2013	915.00
31460	461	KATHI BOGERT	09/13/2013	1,725.36
31461	12	BRENNTAG MID-SOUTH INC	09/13/2013	8,559.48
31462	418	BSW INC	09/13/2013	569.00
31463	19	CARTER MACHINERY CO INC	09/13/2013	2,078.00
31464	522	DEPT OF GENERAL SERVICES	09/13/2013	2,319.00
31465	569	DIAMOND PAPER CO INC	09/13/2013	373.75
31466	164	DMV	09/13/2013	300.00
31467	36	DOMINION VIRGINIA POWER	09/13/2013	35,528.31
31468	208	CAMPBELL COUNTY TREASURER	09/13/2013	30,844.92
31469	1	DATA FLOW	09/13/2013	142.58
31470	283	ECK SUPPLY CO	09/13/2013	1,158.47
31471	118	FERGUSON ENTERPRISES INC #75	09/13/2013	7,381.89

31472	43	FOSTER FUELS INC	09/13/2013	22,806.15
31473	57	ICMA RETIREMENT TRUST-457 #304	09/13/2013	1,575.00
31474	58	INSTRUMENTATION SERVICES INC	09/13/2013	708.00
31475	59	KAPPE ASSOCIATES INC	09/13/2013	5,648.44
31476	533	LYNN KIRBY	09/13/2013	195.00
31477	72	PHYSICIANS TREATMENT CENTER	09/13/2013	120.00
31478	186	THE NEWS & ADVANCE	09/13/2013	421.50
31479	515	DALE TYREE JR	09/13/2013	4,425.00
31480	9999997	ALTMAN-JONES, ANGELA	09/13/2013	60.55
31481	9999997	GILBERT, SHAUN C.	09/13/2013	17.47
31482	411	MANPOWER	09/13/2013	416.00
31483	9999997	MORRIS, MARY	09/13/2013	55.41
31484	9999997	REYNOLDS, ERNEST	09/13/2013	34.94
31485	9999997	SELLICK, SHIRLEY CRABTREE	09/13/2013	60.55
31486	1	SOUTHEASTERN FREIGHT LINES	09/13/2013	246.33
31487	587	US POSTAL SERVICE (POSTAGE BY	09/13/2013	1,000.00
31488	271	VIRGINIA CAROLINA PAVING & GRA	09/13/2013	20,747.20
31489	452	VML INSURANCE PROGRAMS	09/13/2013	26,162.75
31490	110	VUPS INC	09/13/2013	58.80
31491	116	XEROX CORP	09/13/2013	208.85
31492	578	AMERITAS LIFE INSURANCE CORP	09/20/2013	2,292.36
31493	294	BUSINESS CARD	09/20/2013	12,049.91
31494	580	CHC OF VIRGINIA INC	09/20/2013	29,438.03
31495	41	FISHER SCIENTIFIC	09/20/2013	313.28
31496	1	JEFF ARTHUR	09/20/2013	100.00
31497	411	MANPOWER	09/20/2013	520.00
31498	67	ORKIN PEST CONTROL LLC	09/20/2013	233.11
31499	588	PITNEY BOWES GLOBAL FINANCIAL	09/20/2013	75.00
31500	354	WILEY & WILSON	09/20/2013	VOID
31501	354	WILEY & WILSON	09/20/2013	9,632.37
31502	9	AFLAC	09/26/2013	1,908.63
31503	103	BEACON CREDIT UNION	09/26/2013	910.00
31504	16	CAMPBELL COUNTY UTILITIES & SE	09/26/2013	333.12
31505	1	CENTER FOR EDUCATION/EMPLOY	09/26/2013	254.95
31506	32	CONTROL EQUIPMENT CO INC	09/26/2013	37.44
31507	1	DUE NORTH CONSULTING INC	09/26/2013	300.00
31508	46	GENTRY LOCKE RAKES MOORE LL	09/26/2013	2,127.50
31509	57	ICMA RETIREMENT TRUST-457 #304	09/26/2013	1,425.00
31510	1	MIKE KING	09/26/2013	94.76
31511	1	POLICETECH LLC	09/26/2013	33.94
31512	1	R R MANN FENCING CO INC	09/26/2013	655.00
31513	1	SOUTHERN BUSINESS & DEVELOP	09/26/2013	60.00
31514	95	UNITED WAY OF CENTRAL VA	09/26/2013	140.00
31515	1	WILLIAM HAUGH III	09/26/2013	131.92
31516	581	BUSINESS SOLUTIONS INC	09/26/2013	500.00
31517	583	CAMPBELL COUNTY PUBLIC LIBR	09/26/2013	902.86
31518	427	CENTURYLINK	09/26/2013	2,273.60
31519	574	CHRISTOPHER MICALE, TRUSTEE	09/26/2013	125.00
31520	9999998	DICKERSON, LASCHAE	09/26/2013	150.00
31521	577	HENDERSON PRODUCTS INC	09/26/2013	12,716.06
31522	386	IDS SECURITY	09/26/2013	57.00

31523	9999998	Kelly, Jennifer	09/26/2013	150.00
31524	9999998	Moon, Sheila	09/26/2013	150.00
31525	411	MANPOWER	09/26/2013	520.00
31526	218	MINNESOTA LIFE	09/26/2013	170.14
31527	121	MULTI BUSINESS FORMS INC	09/26/2013	908.43
31528	423	NTELOS	09/26/2013	842.40
31529	358	PHILLIPS EQUIPMENT CORPORATION	09/26/2013	1,250.00
31530	271	VIRGINIA CAROLINA PAVING & GRA	09/26/2013	299,384.44

NO. OF CHECKS: 103

TOTAL CHECKS 716,994.76

Town of Altavista  
FY 2014 Revenue Report  
25% of Year Lapsed

<b>General Fund Revenue</b>	<b><u>FY 2014 Budget</u></b>	<b><u>FY 2014 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2014 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Property Taxes - Real Property	410,000	707	0	4,500	1	410,000
Public Service - Real & Personal	62,000	0	0	0	0	62,000
Personal Property	195,000	326	0	1,969	1	195,000
Personal Property - PPTRA	100,000	2,372	2	2,364	2	100,000
Machinery & Tools	1,470,100	0	0	0	0	1,470,100
Mobile Homes - Current	500	11	2	13	3	500
Penalties - All Taxes	5,000	111	2	859	17	5,000
Interest - All Taxes	3,000	117	4	891	30	3,000
Local Sales & Use Taxes	125,000	11,781	9	36,437	29	125,000
Local Electric and Gas Taxes	100,000	867	1	27,417	27	100,000
Local Motor Vehicle License Tax	43,000	265	1	1,675	4	43,000
Local Bank Stock Taxes	160,000	0	0	0	0	160,000
Local Hotel & Motel Taxes	60,000	8,418	14	24,508	41	60,000
Local Meal Taxes	620,000	54,767	9	167,323	27	620,000
Audit Revenue	3,500	0	0	0	0	3,500
Container Rental Fees	1,000	0	0	0	0	1,000
Communications Tax	40,000	3,438	9	10,014	25	40,000
Transit Passenger Revenue	4,000	34	1	1,642	41	4,000
Business License Fees/Contractors	11,000	0	0	0	0	11,000
Business License Fees/Retail Services	110,000	0	0	90	0	110,000
Business License Fees/Financial/RE/Prof.	8,500	0	0	0	0	8,500
Business License Fees/Repairs & Person Svcs	16,500	0	0	0	0	16,500
Business License Fees/Wholesale Businesses	1,800	0	0	0	0	1,800
Business License Fees/Utilities	8,000	0	0	0	0	8,000

Town of Altavista  
FY 2014 Revenue Report  
25% of Year Lapsed

<b>General Fund Revenue (Continued)</b>	<b>FY 2014 <u>Budget</u></b>	<b>FY 2014 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2014 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
Business License Fees/Hotels	1,300	0	0	0	0	1,300
Permits - Sign	1,000	40	4	320	32	1,000
Fines & Forfeitures - Court	20,000	0	0	2,833	14	20,000
Parking Fines	200	0	0	200	100	200
Interest and Interest Income	47,000	1,854	4	4,438	9	47,000
Rents - Rental of General Property	1,000	100	10	400	40	1,000
Rents - Pavilion Rentals	2,000	350	18	1,075	54	2,000
Rents - Booker Building Rentals	4,000	250	6	1,050	26	4,000
Rents - Rental of Real Property	45,000	1,403	3	12,252	27	45,000
Property Maintenance Enforcement	1,300	111	9	333	26	1,300
Railroad Rolling Stock Taxes	18,000	0	0	19,060	106	19,000
State DCJS Grant	75,000	20,037	27	20,037	27	75,000
State Rental Taxes	1,100	0	0	0	0	1,100
State/Misc. Grants (Fire Grant)	9,100	9,000	99	10,539	116	9,100
State/VDOT Contract Services	3,000	0	0	0	0	3,000
VDOT Police Grant for Overtime	8,100	0	0	0	0	8,100
State Transit Revenue	12,810	0	0	0	0	12,810
Campbell County Grants	57,100	0	0	0	0	57,100
Litter Grant	1,600	0	0	0	0	1,600
Fuel - Fire Dept. (Paid by CC)	3,700	0	0	1,701	46	3,700
VDOT TEA 21 Grant	0	55,863	0	55,863	0	613,680
VDOT LAP Funding	0	118,376	0	170,902	0	950,600
Federal Transit Revenue	78,300	5,263	7	10,847	14	78,300
Federal/Byrne Justice Grant	4,000	0	0	0	0	4,000
Federal/Bullet Proof Vest Partnership Grant	0	0	0	0	0	0
Misc. - Sale of Supplies & Materials	10,000	0	0	17,600	176	10,000
Misc. - Cash Discounts	200	0	0	0	0	200

Town of Altavista  
FY 2014 Revenue Report  
25% of Year Lapsed

<b>General Fund Revenue (Continued)</b>	<b>FY 2014 Budget</b>	<b>FY 2014 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2014 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Miscellaneous	13,000	5,530	43	7,173	55	13,000
Misc. - State Forfeiture Fund	0	97	0	97	0	0
Transfer In from General Fund (C.I.P.)	0	0	0	0	0	9,750
Transfer In from CIF	0	0	0	0	0	0
Transfer In from General Fund Design. Reserves	0	0	0	0	0	172,820
	<b><u>3,975,710</u></b>	<b><u>301,487</u></b>	<b><u>7.58</u></b>	<b><u>616,419</u></b>	<b><u>15.50</u></b>	<b><u>5,723,560</u></b>

Town of Altavista  
Fund Expenditure Totals  
FY 2014  
25% of Year Lapsed

	<b><u>FY 2014</u></b> <b><u>Budget</u></b>	<b><u>FY 2014</u></b> <b><u>MTD</u></b>	<b><u>MTD % of</u></b> <b><u>Budget</u></b>	<b><u>FY 2014</u></b> <b><u>YTD</u></b>	<b><u>YTD % of</u></b> <b><u>Budget</u></b>	<b><u>YTD</u></b> <b><u>Projections</u></b>
<b>ALL FUNDS TOTAL</b>						
Operations	5,667,080	554,684	10	1,386,228	24	5,921,480
Debt Service	0	0	0	0	0	0
CIP	686,400	348,905	51	387,890	57	3,354,150
Transfer Out to General Fund Reserve	411,280	0	0	0	0	0
Transfer Out to General Fund Reserve (Fire Dept.)	65,000	0	0	16,250	25	65,000
Transfer Out to Cemetery Reserve	25,000	0	0	0	0	25,000
Transfer Out to Enterprise Fund Reserve	<u>338,750</u>	<u>0</u>	0	<u>0</u>	0	<u>0</u>
<b>ALL FUNDS - GRAND TOTAL:</b>	<b><u>7,193,510</u></b>	<b><u>903,589</u></b>	<b><u>13</u></b>	<b><u>1,790,368</u></b>	<b><u>25</u></b>	<b><u>9,365,630</u></b>

Town of Altavista  
Fund Expenditure Totals  
FY 2014  
25% of Year Lapsed

	<b>FY 2014 <u>Budget</u></b>	<b>FY 2014 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2014 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
<b>GENERAL FUND (FUND 10)</b>						
Council / Planning Commission						
Operations	33,530	2,199	7	6,591	20	33,530
Debt Service	0	0	0	0	0	0
CIP	0	0	0	0	0	0
Administration - TOTAL:	<u>33,530</u>	<u>2,199</u>	<u>7</u>	<u>6,591</u>	<u>20</u>	<u>33,530</u>
Administration						
Operations	709,900	63,456	9	216,356	30	709,900
Debt Service	0	0	0	0	0	0
CIP	<u>7,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>7,000</u>
Administration - TOTAL:	<u>716,900</u>	<u>63,456</u>	<u>9</u>	<u>216,356</u>	<u>30</u>	<u>716,900</u>
Non-Departmental						
Operations	865,580	31,048	4	98,147	11	718,110
Transfer Out to Cemetery Fund	-31,200	0	0	0	0	-31,200
Transfer Out to Enterprise Fund	0	0	0	0	0	-263,810
Transfer Out to General Fund Reserve	-411,280	0	0	0		0
Transfer Out to Gen. Fund Reserve (Fire Dept.)	<u>-65,000</u>	<u>0</u>	<u>0</u>	<u>-16,250</u>	<u>25</u>	<u>-65,000</u>
Operations w/o Transfers Out	<u>358,100</u>	<u>31,048</u>	<u>9</u>	<u>81,897</u>	<u>23</u>	<u>358,100</u>
Debt Service	0	0	0	0	0	0
CIP	<u>6,000</u>	<u>259,442</u>	<u>4,324</u>	<u>274,014</u>	<u>4,567</u>	<u>1,681,000</u>
Non-Departmental - TOTAL:	<u>364,100</u>	<u>290,490</u>	<u>80</u>	<u>355,911</u>	<u>98</u>	<u>2,039,100</u>
Public Safety						
Operations	918,180	55,832	6	190,622	21	918,180
Debt Service	0	0	0	0	0	0
CIP	<u>48,500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>58,250</u>
Public Safety - TOTAL:	<u>966,680</u>	<u>55,832</u>	<u>6</u>	<u>190,622</u>	<u>20</u>	<u>976,430</u>



Town of Altavista  
Fund Expenditure Totals  
FY 2014  
25% of Year Lapsed

	<b>FY 2014 Budget</b>	<b>FY 2014 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2014 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>GENERAL FUND (FUND 10)</b>						
Public Works						
Operations	954,400	70,224	7	201,460	21	954,400
Debt Service	0	0	0	0	0	0
CIP	40,000	5,550	14	5,550	14	68,000
Public Works - TOTAL:	<u>994,400</u>	<u>75,774</u>	<u>8</u>	<u>207,011</u>	<u>21</u>	<u>1,022,400</u>
Economic Development						
Operations	133,320	7,971	6	24,091	18	133,320
CIP	129,400	0	0	244,124	0	129,400
Economic Development - TOTAL:	<u>262,720</u>	<u>7,971</u>	<u>3</u>	<u>48,503</u>	<u>18</u>	<u>262,720</u>
Transit System						
Operations	85,400	6,968	8	21,946	26	85,400
Debt Service	0	0	0	0	0	0
CIP	44,500	0	0	0	0	44,500
Transit System - TOTAL:	<u>129,900</u>	<u>6,968</u>	<u>5</u>	<u>21,946</u>	<u>17</u>	<u>129,900</u>
<b>GENERAL FUND TOTALS</b>						
Operations	3,192,830	237,699	7	742,963	23	3,192,830
Debt Service	0	0	0	0	0	0
CIP	275,400	264,992	96	303,977	110	1,988,150
<b>GENERAL FUND - GRAND TOTAL:</b>	<u>3,468,230</u>	<u>502,691</u>	<u>14</u>	<u>1,046,940</u>	<u>30</u>	<u>5,180,980</u>

Town of Altavista  
Council / Planning Commission  
FY 2014 Expenditure Report  
25% of year Lapsed

<b><u>COUNCIL / PLANNING COMMISSION - FUND 10</u></b>	<b><u>FY 2014 Budget</u></b>	<b><u>FY 2014 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2014 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	21,000	1,749	8	5,248	25	21,000
Other Employee Benefits		0	0	0	0	
Services	8,000	0	0	0	0	8,000
Other Charges	4,530	450	10	1,343	30	4,530
Materials & Supplies	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>33,530</b>	<b>2,199</b>	<b>7</b>	<b>6,591</b>	<b>20</b>	<b>33,530</b>

Town of Altavista  
Administration  
FY 2014 Expenditure Report  
25% of year Lapsed

<b><u>ADMINISTRATION - FUND 10</u></b>	<b><u>FY 2014 Budget</u></b>	<b><u>FY 2014 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2014 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	399,600	35,628	9	108,985	27	399,600
Other Employee Benefits	18,000	300	2	1,052	6	18,000
Services	145,300	6,356	4	54,623	38	145,300
Other Charges	119,900	18,110	15	44,992	38	119,900
Materials & Supplies	27,100	3,063	11	6,705	25	27,100
Capital Outlay	7,000	0	0	0	0	7,000
<b>Total Expenditures</b>	<b>716,900</b>	<b>63,456</b>	<b>9</b>	<b>216,356</b>	<b>30</b>	<b>716,900</b>

Town of Altavista  
Non-Departmental  
FY 2014 Expenditure Report  
25% of Year Lapsed

<b><u>NON-DEPARTMENTAL - FUND 10</u></b>	<b><u>FY 2014 Budget</u></b>	<b><u>FY 2014 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2014 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
<b>CONTRIBUTIONS - OTHER CHARGES</b>						
Other Charges - Misc.	48,600	30,845	63	35,845	74	48,600
<i>Campbell County Treasurer</i>		30,845	0	30,845	0	30,845
<i>USDA Assistance</i>	0	0	0	0	0	0
<i>NABF Youth Baseball Tournament</i>	0	0	0	0	0	0
<i>Property Maintenance Enforcement</i>	5,000	0	0	0	0	5,000
<i>Business Development Center</i>	2,500	0	0	0	0	2,500
<i>Altavista Chamber of Commerce</i>	20,000	0	0	5,000	25	20,000
<i>Dumpster Reimbursement</i>	600	0	0	0	0	600
<i>Uncle Billy's Day Funding</i>	20,000	0	0	0	0	20,000
<i>Christmas Parade Liability Insurance</i>	500	0	0	0	0	500
Contribution - Altavista EMS	11,100	0	0	0	0	11,100
Contribution - Senior Center	1,000	0	0	0	0	1,000
Economic Development Incentives	52,000	0	0	0	0	52,000
Contribution - YMCA Recreation Program	100,000	0	0	25,000	25	100,000
Contribution - Altavista Fire Co.	9,100	0	0	0	0	9,100
Contribution - Avoca	16,900	0	0	4,225	25	16,900
Contribution - Altavista On Track (MS)	85,000	0	0	8,750	10	85,000
<b>CONTRIBUTIONS - OTHER CHARGES - TOTAL</b>	<b>323,700</b>	<b>30,845</b>	<b>10</b>	<b>73,820</b>	<b>23</b>	<b>323,700</b>
<b>NON-DEPARTMENTAL - Non-Departmental</b>						
Fuel - Fire Company	5,000	203	4	727	15	5,000
<b>NON-DEPARTMENT - ND - TOTAL</b>	<b>5,000</b>	<b>203</b>	<b>4</b>	<b>727</b>	<b>15</b>	<b>5,000</b>
<b>NON-DEPARTMENTAL - SUBTOTAL</b>	<b>328,700</b>	<b>31,048</b>	<b>14</b>	<b>74,547</b>	<b>37</b>	<b>328,700</b>
<b>TRANSFER OUT</b>						
Transfer Out - Cemetery Fund	31,200	0	0	0	0	31,200

Town of Altavista  
Non-Departmental  
FY 2014 Expenditure Report  
25% of Year Lapsed

	<b>FY 2014 Budget</b>	<b>FY 2014 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2014 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b><u>NON-DEPARTMENTAL - FUND 10</u></b>						
Transfer Out - Enterprise Fund	0	0	0	0	0	263,810
Transfer Out - Library Fund	0	0	0	0	0	0
Transfer Out - General Fund Reserve	411,280	0	0	0	0	0
Transfer Out - CIF	0	0	0	0	0	0
Transfer Out - General Fund Reserve (Fire Dept.)	65,000	0	0	16,250	25	65,000
<b>TRANSFER OUT - TOTAL</b>	<b>507,480</b>	<b>0</b>	<b>0</b>	<b>16,250</b>	<b>3</b>	<b>360,010</b>
<b><u>DEBT SERVICE</u></b>						
Debt Service - Principal	0	0	0	0	0	0
Debt Service - Interest	0	0	0	0	0	0
<b>DEBT SERVICE - TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>MATERIALS &amp; SUPPLIES - Non. Dept.</u></b>						
Avoca Materials & Supplies	29,400	0	0	7,350	25	29,400
<b>MATERIALS &amp; SUPPLIES - TOTAL</b>	<b>29,400</b>	<b>0</b>	<b>0</b>	<b>7,350</b>	<b>25</b>	<b>29,400</b>
<b>NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL</b>	<b>865,580</b>	<b>31,048</b>	<b>4</b>	<b>98,147</b>	<b>11</b>	<b>718,110</b>
<b><u>CAPITAL OUTLAY - Non-Departmental</u></b>						
Capital Outlay - New	0	0	0	0	0	0
Replacement Improvements	0	144,287	0	150,027	0	907,900
Replacement Other than Buildings (Avoca)	6,000	0	0	0	0	6,000
Replacement Other than Buildings (VDOT LAP)	0	115,155	0	123,987	0	767,100
<b>CAPITAL OUTLAY -TOTAL</b>	<b>6,000</b>	<b>259,442</b>	<b>4,324</b>	<b>274,014</b>	<b>0</b>	<b>1,681,000</b>
<b>NON-DEPARTMENTAL TOTAL - INCLUDING CAPITAL</b>	<b>871,580</b>	<b>290,490</b>	<b>33</b>	<b>372,161</b>	<b>43</b>	<b>2,399,110</b>
<b>NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT</b>	<b>364,100</b>	<b>290,490</b>	<b>80</b>	<b>355,911</b>	<b>98</b>	<b>2,039,100</b>

Town of Altavista  
Public Safety  
FY 2014 Expenditure Report  
25% of Year Lapsed

<b><u>PUBLIC SAFETY - FUND 10</u></b>	<b><u>FY 2014 Budget</u></b>	<b><u>FY 2014 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2014 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	785,680	50,159	6	167,496	21	785,680
Other Employee Benefits	0	0	0	0	0	0
Services	5,900	120	2	325	6	5,900
Other Charges	40,300	922	2	10,300	26	40,300
Materials & Supplies	86,300	4,631	5	12,501	14	86,300
Capital Outlay	48,500	0	0	0	0	58,250
<b>Total Expenditures</b>	<b>966,680</b>	<b>55,832</b>	<b>6</b>	<b>190,622</b>	<b>20</b>	<b>976,430</b>

Town of Altavista  
Public Works  
FY 2014 Expenditure Report  
25% of Year Lapsed

<b>PUBLIC WORKS - FUND 10</b>	<b><u>FY 2014 Budget</u></b>	<b><u>FY 2014 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2014 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	673,300	49,006	7	157,287	23	673,300
Other Employee Benefits	0	0	0	0	0	0
Services	8,500	276	3	536	6	8,500
Other Charges	25,600	1,523	6	3,260	13	25,600
Materials & Supplies	247,000	19,420	8	40,378	16	247,000
Debt Service	0	0	0	0	0	0
Capital Outlay	40,000	5,550	14	5,550	14	68,000
<b>Total Expenditures</b>	<b>994,400</b>	<b>75,774</b>	<b>8</b>	<b>207,011</b>	<b>21</b>	<b>1,022,400</b>

Town of Altavista  
Economic Development  
FY 2014 Expenditure Report  
25% of Year Lapsed

<b><u>ECONOMIC DEVELOPMENT - FUND 10</u></b>	<b><u>FY 2014 Budget</u></b>	<b><u>FY 2014 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2014 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	77,800	6,024	8	20,696	27	77,800
Other Employee Benefits	0	0	0	0	0	0
Services	14,700	300	2	973	7	14,700
Other Charges	35,320	1,586	4	2,357	7	35,320
Materials & Supplies	5,500	60	1	65	1	5,500
Capital Outlay	129,400	0	0	24,412	0	129,400
<b>Total Expenditures</b>	<b>262,720</b>	<b>7,971</b>	<b>3</b>	<b>48,503</b>	<b>18</b>	<b>262,720</b>



Town of Altavista  
Transit System  
FY 2014 Expenditure Report  
25% of Year Lapsed

<b><u>TRANSIT SYSTEM - FUND 10</u></b>	<b>FY 2014 <u>Budget</u></b>	<b>FY 2014 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2014 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
Wages & Benefits	57,700	4,516	8	15,392	27	57,700
Services	3,500	0	0	0	0	3,500
Other Charges	4,000	626	16	1,347	34	4,000
Materials & Supplies	20,200	1,825	9	5,207	26	20,200
Capital Outlay	44,500	0	0	0	0	44,500
<b>Total Expenditures</b>	<b>129,900</b>	<b>6,968</b>	<b>5</b>	<b>21,946</b>	<b>17</b>	<b>129,900</b>

Town of Altavista  
FY 2014 Revenue Report  
25% of Year Lapsed

Enterprise Fund Revenue	<u>FY 2014 Budget</u>	<u>FY 2014 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2014 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Interest/Interest Income	4,000	186	5	612	15	4,000
Water Charges - Industrial	825,400	49,434	6	202,360	25	825,400
Water Charges - Business/Residential	229,700	47,981	21	64,860	28	229,700
Water Charges - Outside Community	147,700	17,180	12	27,354	19	147,700
Water Charges - Water Connection Fees	1,200	350	29	700	58	1,200
Sewer Charges - Industrial	1,100,000	84,189	8	272,969	25	1,100,000
Sewer Charges - Business/Residential	229,200	45,063	20	62,544	27	229,200
Sewer Charges - Outside Community	1,900	0	0	350	18	1,900
Sewer Charges - Sewer Connection Fees	4,000	0	0	500	13	4,000
Sewer Charges - Sewer Surcharges	45,000	843	2	4,847	11	45,000
Charges for Service - Water/Sewer Penalties	3,500	1,240	35	2,386	68	3,500
Misc. Cash Discounts	200	0	0	4	2	200
Misc. Sale of Supplies & Materials	1,000	319	32	319	32	1,000
Miscellaneous	30,000	1,521	5	17,641	59	30,000
State Fluoride Grant	0	0	0	0	0	0
Transfer In from Fund 50 (CIP Designated Res)	0	0	0	0	0	381,340
Transfer In from Reserves (DEBT PAYOFF)	0	0	0	0	0	0
Transfer in From General Fund	<u>0</u>	<u>0</u>	0	<u>0</u>	0	<u>263,810</u>
<b>ENTERPRISE FUND - REVENUE:</b>	<u><b>2,622,800</b></u>	<u><b>248,306</b></u>	<u><b>9.47</b></u>	<u><b>657,446</b></u>	<u><b>25.07</b></u>	<u><b>3,267,950</b></u>

Town of Altavista  
Fund Expenditure Totals  
FY 2014  
25% of Year Lapsed

ENTERPRISE FUND (FUND 50)	<u>FY 2014 Budget</u>	<u>FY 2014 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2014 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Water Department						
Operations	885,900	74,916	8	210,095	24	885,900
Debt Service	0	0	0	0	0	0
CIP	135,000	59,589	44	59,589	44	466,200
Transfer Out	169,375					0
Water Department - TOTAL:	<u>1,190,275</u>	<u>134,505</u>	<u>11</u>	<u>269,684</u>	<u>23</u>	<u>1,352,100</u>
Wastewater Department						
Operations	1,137,150	77,196	7	225,900	20	1,166,050
Debt Service	0	0	0	0	0	0
CIP	126,000	24,324	19	24,324	19	749,800
Transfer Out	169,375					0
Wastewater Department - TOTAL:	<u>1,432,525</u>	<u>101,520</u>	<u>7</u>	<u>250,224</u>	<u>17</u>	<u>1,915,850</u>
ENTERPRISE FUND TOTAL						
Operations	2,023,050	152,112	8	435,996	22	2,051,950
Debt Service	0	0	0	0	0	0
CIP	261,000	83,913	32	83,913	32	1,216,000
Transfer Out	338,750					0
ENTERPRISE FUND - GRAND TOTAL:	<u>2,622,800</u>	<u>236,025</u>	<u>9</u>	<u>519,909</u>	<u>20</u>	<u>3,267,950</u>

Town of Altavista  
Water Department  
FY 2014 Expenditure Report  
25% of Year Lapsed

<b>WATER DEPARTMENT - FUND 50</b>	<b><u>FY 2014 Budget</u></b>	<b><u>FY 2014 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2014 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	526,200	42,164	8	138,856	26	526,200
Other Employee Benefits	0	0	0	0	0	0
Services	38,450	2,900	8	9,508	25	38,450
Other Charges	162,250	13,112	8	28,984	18	162,250
Materials & Supplies	159,000	16,740	11	32,747	21	159,000
Debt Service	0	0	0	0	0	0
Capital Outlay	135,000	59,589	44	59,589	44	466,200
Transfer Out to Reserves	169,375					0
<b>Total Expenditures</b>	<b>1,190,275</b>	<b>134,505</b>	<b>11</b>	<b>269,684</b>	<b>23</b>	<b>1,352,100</b>

Town of Altavista  
Wastewater Department  
FY 2014 Expenditure Report  
25% of Year Lapsed

<b>WASTEWATER DEPARTMENT - FUND 50</b>	<b>FY 2014 <u>Budget</u></b>	<b>FY 2014 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2014 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
Wages & Benefits	643,900	46,359	7	156,843	24	643,900
Other Employee Benefits	0	0	0	0	0	0
Services	12,850	50	0	1,535	12	41,750
Other Charges	311,800	21,998	7	51,882	17	311,800
Materials & Supplies	168,600	8,789	5	15,641	9	168,600
Debt Service	0	0	0	0	0	0
Capital Outlay	126,000	24,324	19	24,324	19	749,800
Transfer Out	169,375					0
<b>Total Expenditures</b>	<b>1,432,525</b>	<b>101,520</b>	<b>7</b>	<b>250,224</b>	<b>17</b>	<b>1,915,850</b>

Town of Altavista  
Fund Expenditure Totals  
FY 2014  
25% of Year Lapsed

<b>State/Hwy Reimbursement Fund (Fund 20)</b>	<b><u>FY 2014 Budget</u></b>	<b><u>FY 2014 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2014 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Operations	420,000	161,226	38	199,684	48	645,500
CIP	<u>150,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>150,000</u>
State/Hwy Water Department - TOTAL:	<u>570,000</u>	<u>161,226</u>	<u>28</u>	<u>199,684</u>	<u>35</u>	<u>795,500</u>

<b>Cemetery Fund - Fund 90</b>	<b><u>FY 2014 Budget</u></b>	<b><u>FY 2014 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2014 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Operations						
Cemetery - Operations - Total:	31,200	3,647	12	7,585	24	31,200
Transfer Out - Cemetery Reserve	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
Cemetery Fund - TOTAL:	<u>56,200</u>	<u>3,647</u>	<u>6</u>	<u>7,585</u>	<u>13</u>	<u>56,200</u>

Town of Altavista  
FY 2014 State/Highway Fund  
25% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	<u>FY 2014 Budget</u>	<u>FY 2014 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2014 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
<b>REVENUE</b>						
Street & Highway Maintenance	570,000	150,629	26	150,629	26	570,000
Street & Highway Maintenance/Carry Over	0	0	0	0	0	225,500
Street & Highway Maintenance/Cash Discount	0	12.73	0	12.73	0	0
<b>State/Highway Reimbursement Fund - GRAND TOTAL:</b>	<u>570,000</u>	<u>150,642</u>	<u>26</u>	<u>150,642</u>	<u>26</u>	<u>795,500</u>
<b>EXPENDITURES</b>						
Maintenance - Other Maintenance	0	0	0	0	0	0
Maintenance - Drainage	26,000	391	2	5,995	23	54,100
Maintenance - Pavement	162,200	136,599	84	141,266	87	307,565
Maintenance - Traffic Control Devices	56,800	4,044	7	7,935	14	56,800
Engineering - Repairs & Maintenance	10,000	0	0	0	0	10,000
Traffic Control Operations	0	-36	0	0	0	0
Road/Street/Highway - Snow & Ice Removal	40,000	12,716	32	12,716	32	56,000
Road/Street/Highway - Other Traffic Services	50,000	4,035	8	18,980	38	50,000
General Admin. & Misc. - Miscellaneous	75,000	3,476	5	12,793	17	111,035
State/Highway Reimb. Fund - Subtotal:	<u>420,000</u>	<u>161,226</u>	<u>38</u>	<u>199,684</u>	<u>48</u>	<u>645,500</u>
Improvements Other Than Buildings - New Engineering - New	150,000	0	0	0	0	150,000
State/Highway Reimb. Fund - Capital Outlay - Subtotal:	150,000	0	0	0	0	150,000
Transfer Out - General Fund Reserve						
<b>State/Highway Fund - GRAND TOTAL:</b>	<u>570,000</u>	<u>161,226</u>	<u>38</u>	<u>199,684</u>	<u>48</u>	<u>795,500</u>

Town of Altavista  
FY 2014 Cemetery Fund  
25% of Year Lapsed

Cemetery Fund - Fund 90	<u>FY 2014 Budget</u>	<u>FY 2014 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2014 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
<b>REVENUE</b>						
Permits/Burials	15,000	400	3	2,750	18	15,000
Interest/Interest Income	6,000	2,107	35	2,114	35	6,000
Miscellaneous/Sale of Real Estate	4,000	0	0	2,600	65	4,000
Miscellaneous/Misc.	0	0	0	0	0	0
Transfer In From General Fund	<u>31,200</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>31,200</u>
<b>Cemetery Fund - GRAND TOTAL:</b>	<b><u>56,200</u></b>	<b><u>2,507</u></b>	<b><u>38</u></b>	<b><u>7,464</u></b>	<b><u>119</u></b>	<b><u>56,200</u></b>
<b>EXPENDITURES</b>						
Salaries and Wages/Regular	9,500	525	6	1,822	19	9,500
Salaries and Wages/Overtime	500	99	20	229	46	500
Benefits/FICA	800	45	6	148	19	800
Benefits/VRS	1,100	63	6	187	17	1,100
Benefits/Medical	1,100	86	8	249	23	1,100
Benefits/Group Life	200	7	3	20	10	200
Other Charges/Misc. Reimb.	0	0	0	0	0	0
Materials/Supplies & Repairs/Maint.	18,000	2,823	16	4,930	27	18,000
Transfer Out/To Cemetery Reserve	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
<b>Cemetery Fund - GRAND TOTAL:</b>	<b><u>56,200</u></b>	<b><u>3,647</u></b>	<b><u>6</u></b>	<b><u>7,585</u></b>	<b><u>13</u></b>	<b><u>56,200</u></b>



**Town of Altavista**

Grand Total of all Investments and Deposits

**\$ 10,350,750.34**

Balance as of September 30, 2013

**Non-Specific**

Green Hill Cemetery	494,078.60
---------------------	------------

General Fund Reserves

Capital Improvement Program Reserves

3,027,335.15

Altavista EDA Funding	277,822.77 *
-----------------------	--------------

VDOT TEA 21 Enhancement Match	309,000.00
-------------------------------	------------

586,822.77

Enterprise Fund Reserves

Capital Improvement Program Reserves

184,128.20

PCB Remediation	626,288.83
-----------------	------------

Community Improvement Reserve	0.00
-------------------------------	------

Police Federal	346.14
----------------	--------

Police State	8,706.14
--------------	----------

Train Station	2,265.16
---------------	----------

Public Funds Money Market Accounts

5,097,199.36

Operating Checking Account (Reconciled Balance)	323,579.99
---	------------

<b>DESIGNATED FUNDS</b>	<b>2,042,087.63</b>
-------------------------	---------------------

Reserve Policy Funds (This figure will change w/audit)

8,308,662.71

-6,016,244.00

**UNDESIGNATED FUNDS**

2,292,418.71

NOTES:

Earmarked CIP Reserve / Trash Truck - FY 2015

-184,000.00

Campbell County Meals Tax

-30,844.92

FY13 Carryover Needs

-2,922,150.00

FY14 GF Projected Transfer out of Reserves to fund CIP

0.00

FY14 EF Projected Transfer out of Reserves to fund CIP

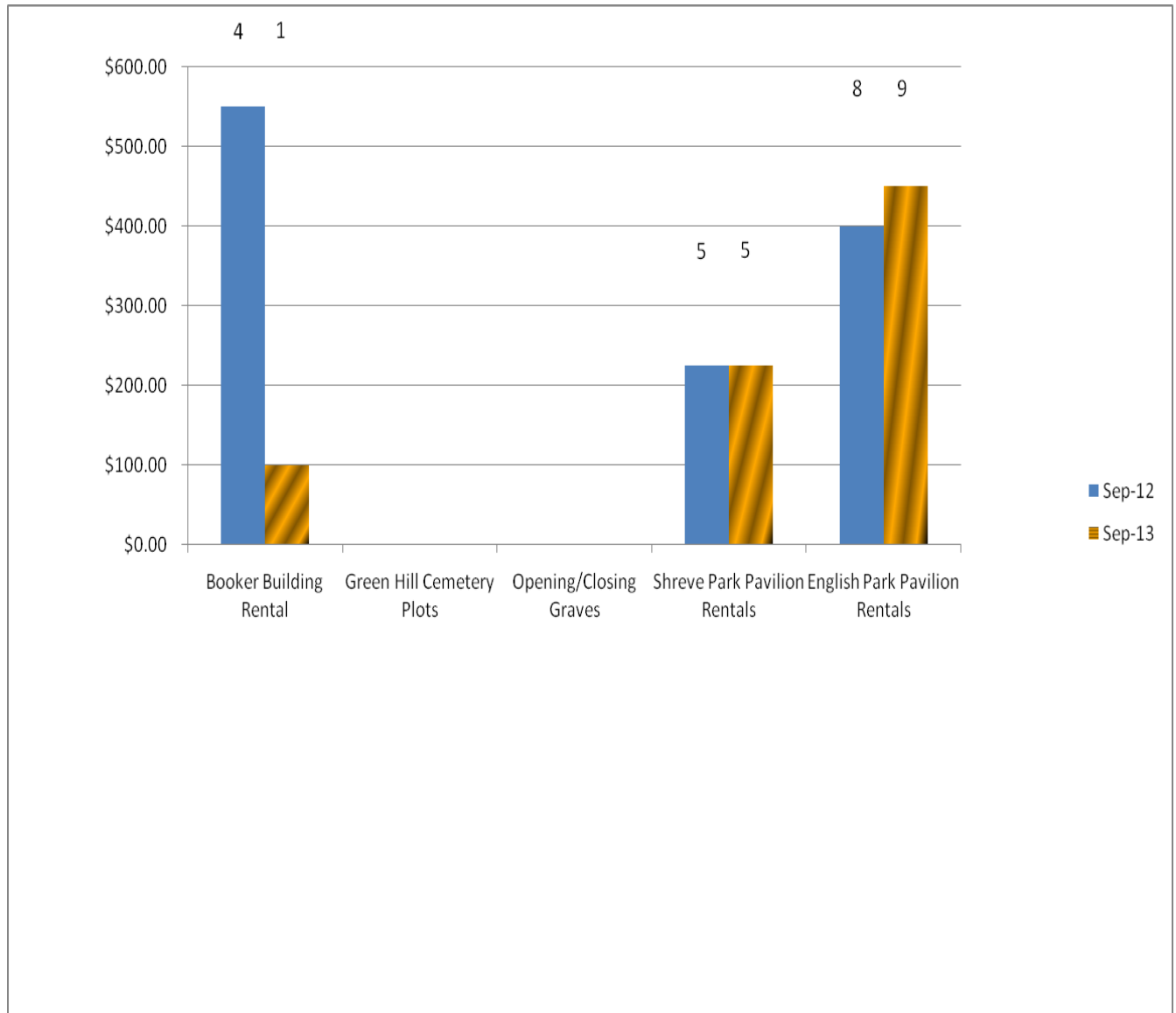
0.00

**UNDESIGNATED RESERVE FUND BALANCE**

-844,576.21

	<i>General</i>	<i>Enterprise</i>	<i>Total</i>
<b>Policy \$</b>	4,647,336	1,368,908	6,016,244

## ~ ADMINISTRATION ~



## TOWN OF ALTAVISTA MEALS TAX COLLECTIONS

<u>Month</u>	<u>Collections</u>
Jul-12	57,252
Aug-12	60,215
Sep-12	56,527
Oct-12	56,240
Nov-12	54,146
Dec-12	58,924
Jan-13	50,512
Feb-13	53,210
Mar-13	58,064
Apr-13	58,785
May-13	59,337
Jun-13	58,981
Jul-13	53,804



## Monthly Report to Council

**Date:** October 8, 2013  
**To:** Town Council  
**From:** Dan Witt, Assistant Town Manager  
**Re:** September 2013 Activity

---

Note: On vacation 2 weeks during the month of September

1. **Zoning/Code Related Matters:**

30-Aug	043-13	Bryan Stott, 1921 Tabby Lane			10'x12' deck on the rear of the home
24-Sep	044-13	Thad Barker 600B Main Street			Handicap Ramp

- Violation notice issued for 415 Novelty Street for the accumulation of trash and debris.

2. **Site Plans Reviewed and/or Approved:**

- None

3. **Planning Commission (PC) Related:**

- Prepared agenda and packets for October 7, 2013 meeting.

4. **AOT Related**

- Attended Design/Economic Committee meeting on August 26<sup>th</sup>.

5. **ACTS Relate**

- Completed August billing reimbursement request to DRPT for operations.
- Validated daily ridership and revenue for bus system- see bus report.
- Completed online August monthly reporting to DRPT.
- Prepared for and staffed TAC meeting on September 10. Meeting was facilitated by Jill Stober with KFH consultants. Reviewed chapters 3-4 of the ACTS Transportation Development Plan and received input from the TAC. The next meeting is scheduled for October 18<sup>th</sup>. At that time the bulk of the plan will be complete and will be presented to TC for consideration and eventual approval. Staff has received and will be reviewing and providing comments for chapters 5 and 6.

6. **Projects and Administrative Related:**

- Updated GIC
- Town Council reports for October.
- Certified July monthly bank statements.
- Worked with Kelly Hitchcock on the VDOT MAP-21 grant application.

- Staff, both me and PD, has been dealing with vulture dispersion as the birds have come back to Franklin Avenue area. The application to continue killing up to the 35 birds per year was buried on the former Chief's desk and was not opened or processed in time to continue the permit which expired August 31<sup>st</sup>. Once I found the application and realized it had been laying there since June, I completed and resubmitted but there will be a delay receiving the new permit as the previous one expired. We can continue dispersing the birds but will be unable to kill any birds until a new permit is issued.
- Attended VEPCO ribbon cutting event on September 12<sup>th</sup>

## **Committee Members**

### **Members**

Dick McKeel (Chairman)  
Tim George (Town Council)  
Ann Shelton  
Victoria Mattox  
Steve Dews

## **Ex-Officio**

Steve Jester (YMCA)  
John Tomlin (Town Staff)  
Dan Witt (Town Staff)

### **MEETING Minutes Tuesday, September 10, 2013 @ 4:00PM Gazebo English Park**

1. Call to Order- all members and ex-officio members were present.
2. Chairman McKeel called the meeting to order and then resigned his position as chairman. He has agreed to remain on the committee until his term expires in March 2014. Tim George nominated Ann Shelton and Vickki Mattox 2<sup>nd</sup> the nomination. No other nominations were presented and all members voted in favor.
3. Tim George suggested that the softball field closest to the gazebo on the hill be eliminated; that the backstop be removed (saved and reused if possible) and the infield be reseeded with grass.

John Tomlin suggested it may be difficult to save the backstop- the 5 primary poles as they would have a large chunk of concrete at the bottom. It was suggested that the poles be cut using a torch and then weld new sections on the bottom. John agreed to do what he could to save the backstop.

***By consensus the committee agreed to recommend removal of this softball field to the Public Works Committee.***

4. Tim George recommended either removal or better maintenance to the sand volleyball courts. John Tomlin stated that if it was a maintenance issue don't allow that to be the determining factor for removing the courts.

He would take care of that. The committee members discussed use of the courts and the fact that at least one of them is used by a church group or others on an infrequent basis.

The committee determined that if the court(s) are used then they should be kept. ***By consensus the committee recommends removal of one of the two volleyball courts and have Public Works reseed the second court.*** John said he would take care of the maintenance issues brought to his attention.

5. Tim George suggested that the outfield fencing, which is temporary and looks really bad needs to be replaced with something more permanent. John Tomlin said that it was already in the works, that Jefferson Forest had donated some sectional fencing to the Town but Faith Christian Academy had borrowed it. John said the sectional fencing would be installed next season and that it is much better than the present temporary fence.
6. Tim George suggested that the lower limbs be trimmed off the trees along the river bank to allow for better visibility of the river. He said that he and Megan Lucas had looked at this and she also felt that the view of the river was important; the river itself was an important and currently underutilized resource of the town.

John Tomlin explained that this idea would be very labor intensive but that maybe in small sections, and as time allows, he could have his guys open up some sections of the canopy. The committee requested and John agreed to begin work around the picnic table area near the mid point of the road along the river- as time permitted.

7. The committee then discussed the development of a tree plan for 3<sup>rd</sup> Street and English Park, to include the Booker Building area. They also discussed adding some trees back to the Lola/Avondale Avenue Park but John stated they have tried trees but the soil does not seem suitable- on top of a landfill- as the trees planted had already died. Tim said he spoke with Kurt Shultz and that planting trees that are 1 ½" in diameter work better than planting larger diameter trees as the smaller trees have a better survival rate.

The commtttee would like to meet with John and Danny Kirby to walk around the park and present their ideas to Danny allowing him to bring back a phased plan and recommendation for the committee to consider.

8. Tim George presented some ideas that he had discussed with the Finance Committee members to provide future park funding. He suggested to Finance that a portion of the meals tax be designated for park maintenance and development. This is only an informational item at this time. Tim also stated that the Town is willing to consider funding the balance of the development of the County's portion of English Park, but that it was too soon as design and develoment have not been completed and construction will not begin until Spring 2014.
9. Dick McKeel adjourned the meeting at 4:50PM.





## MONTHLY POLICE REPORT SYNOPSIS

### MONTH OF SEPTEMBER, 2013

#### **CRIME STATISTICS - September 1, 2013 thru September 30, 2013**

##### ***Crimes Against Persons***

For the Month of September, the Town of Altavista Community experienced 2 incidents or a 66.67% decrease of Crimes Against Persons compared to 6 incidents last year during the same time duration.

- 2 Aggravated Assault

##### ***Property Crimes***

For the Month of September, the Town of Altavista Community experienced 3 incidents or a 66.67% decrease of Property Crimes compared to 9 incidents last year during the same time duration.

- 2 Shoplifting
- 1 All Other Larceny

##### ***Quality of Life Crimes***

For the Month of September, the Town of Altavista Community experienced 9 incidents or a 30.77% decrease of Quality of Life Crimes compared to 13 incidents last year during the same time duration.

- 2 Drunkenness
- 7 All Other Offenses

#### **CRIME STATISTICS - January 1, 2013 thru September 30, 2013 Y.T.D.**

Year to date, the Town of Altavista experienced 37 incidents or a 7.50% increase of Crimes Against Persons compared to 40 incidents last year during the same time duration.

- 2 Robbery
- 1 Sexual Assault with an Object
- 1 Forcible Fondling
- 6 Aggravated Assault
- 27 Simple Assault

Year to date, the Town of Altavista experienced 49 incidents or a 27.94% decrease of Property Crimes compared to 68 incidents last year during the same time duration.

- 3 Burglary/ Breaking & Entering
- 1 Motor Vehicle Theft
- 2 Embezzlement



- 3 Destruction/ Damage/ Vandalism of Property
- 1 Purse Snatching
- 17 Shoplifting
- 3 Theft From Building
- 8 Theft from Motor Vehicle
- 11 All Other Larceny

Year to date, the Town of Altavista experienced 138 incidents or a 33.98% increase of Quality of Life Crimes compared to 103 incidents last year during the same time duration.

- 1 Weapon Law Violations
- 51 Drug/ Narcotic Violations
- 2 Driving Under the Influence
- 18 Drunkenness
- 8 Family Offenses, Nonviolent
- 2 Runaway
- 4 Trespass of Real Property
- 52 All Other Offenses

#### **Major Crimes Statistics** *(Combining Crimes Against Persons & Property Crimes = Major Crimes)*

For the Month of September, the Town of Altavista Community experienced 5 incidents or a 66.67% decrease in Major Crimes compared to 15 incidents last year during the same time duration.

Year to date, the Town of Altavista experienced 98 incidents or a 22.2% decrease in Major Crimes compared to 126 incidents last year during the same time duration.

The above statistics depict "Simple Assaults" as the most frequent occurrence of criminal activity the Town of Altavista experienced during the month of August.

#### **CALLS FOR SERVICE - September 1, 2013 thru September 30, 2013**

The Altavista Police Department was dispatched to 391 Calls for Service or a 14% increase compared to 343 C.F.S. last year during the same time duration.

#### **CALLS FOR SERVICE - January 1, 2013 thru September 30, 2013- Y.T.D.**

The Altavista Police Department was dispatched to 3046 Calls for Service or a 6.6% increase compared to 2864 C.F.S. last year during the same time duration.

#### **CRIMINAL ARRESTS EXECUTED - September 1, 2013 thru September 30, 2013**

The A.P.D. executed 13 criminal arrests or a 90.8% decrease compared to 141 criminal arrests last year during the same duration.



### **CRIMINAL ARRESTS EXECUTED - January 1, 2013 thru September 30, 2013- Y.T.D.**

The A.P.D. executed 183 criminal arrests or a 28% decrease compared to 254 criminal arrests last year during the same duration.

### **TRAFFIC CITATIONS ISSUED - September 1, 2013 thru September 30, 2013**

The A.P.D. issued 27 traffic summons or a 53% decrease compared to 57 traffic summons issued last year during the same time duration.

### **TRAFFIC CITATIONS ISSUED - January 1, 2013 thru September 30, 2013 Y.T.D.**

The A.P.D. issued 331 traffic summons or a 16% increase compared to 275 traffic summons issued last year during the same time duration.

### **OFFICER OF THE MONTH – September, 2013**

The Altavista Police Department has selected Officer C.A. Swearingen as the Officer of the Month for the month of September 2013. During the month, Officer Swearingen led the department in the number of arrests made and traffic summonses issued for violations of the law. Swearingen also led the department in the number of citizen and merchant contacts showing his dedication to community oriented policing. Swearingen works very diligently to clear criminal investigations assigned to him and maintains a high case clearance rate. Swearingen consistently maintains a positive attitude while performing his duties.

### **PERSONNEL TRAINING**

One hundred six (106) hours of training were afforded to police personnel during the month of September, 2013. Blocks of instruction pertained to the following training subjects: Canine Training, Case Law, Defensive Tactics, Field Training, Firearms Training, Forensic Training, General In-house Training, Motor Carrier Training, Tactical Training and Use of Force Training.

### **WHAT'S NEW**

The Police Committee approved the police department's request to create a Business Target Advisory Group (TAG). A Business Target Advisory group will create an opportunity for a cross-section of the Altavista business community and the Altavista Police Department to have an open dialogue about business related safety issues in a semi-structured environment. This format will build and create pipeline for discussion of issues that affect the business community that would enable the Department to better serve the business community public safety needs. A business centered TAG communicates to the business community that the Altavista Police Department is accessible by creating a consistent environment for frank, open discussion.

The Police Committee also approved the police department's request to hire an auxiliary officer. It is my desire to hire a certified police officer for one of these positions to fulfill the role of crime prevention specialist. Auxiliary officers are required to contribute 12 hours a month to the police department. The crime prevention specialist will perform a very important role in the services provided



by the police department under the umbrella of the Business Target Advisory Group. It has been demonstrated that cooperation between police departments and the businesses in their jurisdiction has fostered a reduction in crime related to those businesses. Prevention of crime is a primary goal for my department and evidence of that cooperation should contribute to economic development.

*Information compiled for this report was taken from the Altavista Police Department's Monthly Report.*



## ASPHALT PATCHING

Product Name	WOID	Date	Description	Transaction	Quantity	Type
Asphalt Tonnage	1581	9/25/2013	Asphalt Repair (Hole)	Asphalt Tonnage-HWY	1.28	Patching Pot Holes 402 Westwood Dr.
Asphalt Tonnage	1600	9/25/2013	Surface Treating	Asphalt Tonnage-English Park	1.00	Surface Treating
TOTAL:					2.28	

## LITTER COLLECTION

Product Name	WOID	Date	Description	Quantity	Type
Bags of Litter	1409	9/4/2013	Mowing	3.00	Mowing
Bags of Litter	1418	9/5/2013	Mowing	2.00	Mowing
Bags of Litter	1418	9/6/2013	Mowing	2.00	Mowing
Bags of Litter	1491	9/12/2013	Litter Control	4.00	
Bags of Litter	1523	9/16/2013	Mowing	5.00	Mowing
Bags of Litter	1528	9/16/2013	Mowing	3.00	Mowing
Bags of Litter	1528	9/17/2013	Mowing	4.00	Mowing
Bags of Litter	1543	9/20/2013	Mowing	2.00	Mowing
Bags of Litter	1606	9/25/2013	Litter Control	3.00	
Bags of Litter	1619	9/26/2013	Mowing	3.00	Mowing
Bags of Litter	1619	9/30/2013	Mowing	6.00	Mowing
TOTAL				37.00	

## BRUSH COLLECTION (Load and Stops)

Product Name	WOID	Date	Description	Quantity	Type
Brush Collection Loads	1398	9/9/2013	Weekly - Brush Collection Weekly - Refer to PM schedule details.	1.00	Brush
Brush Collection Loads	1398	9/11/2013	Weekly - Brush Collection Weekly - Refer to PM schedule details.	1.50	Brush
Brush Collection Loads	1398	9/13/2013	Weekly - Brush Collection Weekly - Refer to PM schedule details.	1.00	Brush
Brush Collection Loads	1445	9/16/2013	Weekly - Brush Collection Weekly - Refer to PM schedule details.	2.00	Brush

Brush Collection Loads	1513	9/23/2013	Weekly - Brush Collection Weekly - Refer to PM schedule details.	2.00	Brush
Brush Collection Loads	1513	9/27/2013	Weekly - Brush Collection Weekly - Refer to PM schedule details.	1.00	Brush
Brush Collection Loads	1575	9/30/2013	Weekly - Brush Collection Weekly - Refer to PM schedule details.	2.00	Brush
<b>Brush Collection Loads</b>				<b>10.50</b>	
Brush Collection Stops	1398	9/9/2013	Weekly - Brush Collection Weekly - Refer to PM schedule details.	33.00	Brush
Brush Collection Stops	1398	9/11/2013	Weekly - Brush Collection Weekly - Refer to PM schedule details.	1.00	Brush
Brush Collection Stops	1398	9/13/2013	Weekly - Brush Collection Weekly - Refer to PM schedule details.	8.00	Brush
Brush Collection Stops	1445	9/16/2013	Weekly - Brush Collection Weekly - Refer to PM schedule details.	35.00	Brush
Brush Collection Stops	1513	9/23/2013	Weekly - Brush Collection Weekly - Refer to PM schedule details.	29.00	Brush
Brush Collection Stops	1513	9/27/2013	Weekly - Brush Collection Weekly - Refer to PM schedule details.	1.00	Brush
Brush Collection Stops	1575	9/30/2013	Weekly - Brush Collection Weekly - Refer to PM schedule details.	29.00	Brush
Brush Collection Stops	1575	9/30/2013	Weekly - Brush Collection Weekly - Refer to PM schedule details.	9.00	Brush
<b>Brush Collection Stops</b>				<b>145.00</b>	

## BULK COLLECTIONS (Stops and Tonnage)

Product Name	WOID	Date	Description	Quantity	Type
Bulk Collection Stops	1446	9/13/2013	Weekly - Bulk Collection Weekly - Refer to PM schedule details.	25.00	Bulk
Bulk Collection Stops	1515	9/20/2013	Weekly - Bulk Collection Weekly - Refer to PM schedule details.	1.00	Bulk
Bulk Collection Stops	1515	9/20/2013	Weekly - Bulk Collection Weekly - Refer to PM schedule details.	20.00	Bulk
Bulk Collection Stops	1576	9/27/2013	Weekly - Bulk Collection Weekly - Refer to PM schedule details.	30.00	Bulk
<b>Bulk Collection Stops</b>				<b>76.00</b>	
Bulk Collection Tonnage	1446	9/13/2013	Weekly - Bulk Collection Weekly - Refer to PM schedule details.	1.00	Bulk
Bulk Collection Tonnage	1446	9/16/2013	Weekly - Bulk Collection Weekly - Refer to PM schedule details.	1.81	Bulk
Bulk Collection Tonnage	1515	9/20/2013	Weekly - Bulk Collection Weekly - Refer to PM schedule details.	4.48	Bulk
Bulk Collection Tonnage	1515	9/20/2013	Weekly - Bulk Collection Weekly - Refer to PM schedule details.	1.16	Bulk
Bulk Collection Tonnage	1576	9/30/2013	Weekly - Bulk Collection Weekly - Refer to PM schedule details.	2.28	Bulk
<b>Bulk Collection Tonnage</b>				<b>10.73</b>	

**STREET SWEEPING (Quantity = Miles)**

Product Name	WOID	Date	Description	Quantity	Type
Miles	1411	9/4/2013	Sweeping chips from roadway.	3.50	Sweeping
Miles	1412	9/4/2013	Sweeping chips from roadway.	3.50	Sweeping
Miles	1422	9/6/2013	Sweeping	6.00	Sweeping
Miles	1496	9/13/2013	Sweeping	10.00	Sweeping
Miles	1497	9/13/2013	Sweeping	12.00	Sweeping
Miles	1529	9/16/2013	Sweeping chips from roadway.	7.00	Sweeping
Miles	1556	9/20/2013	Sweeping	18.00	Sweeping
Miles	1613	9/27/2013	Sweeping	21.00	Sweeping
<b>Miles</b>				<b>81.00</b>	

**MISS UTILITY Tickets**

Product Name	WOID	Date	Description	Quantity	Classification	Type
Miss Utility	1402	9/3/2013	Weekly - Miss Utility Weekly - Refer to PM schedule details.	4.00	Water	Miss Utility
Miss Utility	1402	9/4/2013	Weekly - Miss Utility Weekly - Refer to PM schedule details.	1.00	Water	Miss Utility
Miss Utility	1402	9/6/2013	Weekly - Miss Utility Weekly - Refer to PM schedule details.	9.00	Water	Miss Utility
Miss Utility	1449	9/9/2013	Weekly - Miss Utility Weekly - Refer to PM schedule details.	9.00	Water	Miss Utility
Miss Utility	1449	9/10/2013	Weekly - Miss Utility Weekly - Refer to PM schedule details.	5.00	Water	Miss Utility
Miss Utility	1517	9/16/2013	Weekly - Miss Utility Weekly - Refer to PM schedule details.	3.00	Water	Miss Utility
Miss Utility	1517	9/17/2013	Weekly - Miss Utility Weekly - Refer to PM schedule details.	6.00	Water	Miss Utility
Miss Utility	1517	9/18/2013	Weekly - Miss Utility Weekly - Refer to PM schedule details.	4.00	Water	Miss Utility
Miss Utility	1517	9/20/2013	Weekly - Miss Utility Weekly - Refer to PM schedule details.	4.00	Water	Miss Utility
Miss Utility	1579	9/25/2013	Weekly - Miss Utility Weekly - Refer to PM schedule details.	6.00	Water	Miss Utility
Miss Utility	1579	9/30/2013	Weekly - Miss Utility Weekly - Refer to PM schedule details.	10.00	Water	Miss Utility
Miss Utility	1579	9/30/2013	Weekly - Miss Utility Weekly - Refer to PM schedule details.	9.00	Water	Miss Utility
<b>Miss Utility Tickets</b>				<b>70.00</b>		



**SEWER LINE MAINTENANCE (Root Cutting and Videoing) (Quantity = Feet)**

Product Name	WOID	Date	Description	Quantity	Classification	Type
Sewer (Root Cutting) Main	1545	9/17/2013	Sewer Main (Root Cutting) - Page 14	285.00	Sewer	Root-Cutting Main
Sewer (Root Cutting) Main	1604	9/23/2013	Sewer Main (Root Cutting) - Page 6	297.00	Sewer	Root-Cutting Main
Sewer (Root Cutting) Main	1611	9/25/2013	Sewer (Root Cutting) Page 10	414.00	Sewer	Root-Cutting Main
Sewer (Root Cutting) Main Manholes	1545	9/17/2013	Sewer Main (Root Cutting) - Page 14	2.00	Sewer	Root-Cutting Main
Sewer (Root Cutting) Main Manholes	1604	9/23/2013	Sewer Main (Root Cutting) - Page 6	3.00	Sewer	Root-Cutting Main
Sewer (Root Cutting) Main Manholes	1611	9/25/2013	Sewer (Root Cutting) Page 10	3.00	Sewer	Root-Cutting Main
Sewer (Video) Footage	1544	9/17/2013	Sewer (Video) - Page 14	200.00	Sewer	Video Main
Sewer (Video) Footage	1603	9/24/2013	Sewer Main (Video) Footage - Page 9	274.00	Sewer	Video Main
Sewer (Video) Footage	1612	9/25/2013	Sewer (Video) Page 10	337.00	Sewer	Video Main
Sewer (Video) Manholes	1544	9/17/2013	Sewer (Video) - Page 14	2.00	Sewer	Video Main
Sewer (Video) Manholes	1603	9/24/2013	Sewer Main (Video) Footage - Page 9	1.00	Sewer	Video Main
Sewer (Video) Manholes	1612	9/25/2013	Sewer (Video) Page 10	3.00	Sewer	Video Main
Sewer Service (Cleaned)	1486	9/10/2013	Sewer Blockage	60.00	Sewer	Blockage Service
Sewer Service (Video)	1486	9/10/2013	Sewer Blockage	60.00	Sewer	Blockage Service
				<b>1941.00</b>		

**SOLID WASTE (Weekly Collection) (Quantity = Tons)**

Product Name	WOID	Date	Description	Quantity	Classification	Type
Solid Waste Tonnage	1397	9/4/2013	Weekly - Solid Waste Collection Weekly - Refer to PM schedule details.	10.10	Solid Waste Collection	
Solid Waste Tonnage	1397	9/5/2013	Weekly - Solid Waste Collection Weekly - Refer to PM schedule details.	8.85	Solid Waste Collection	
Solid Waste Tonnage	1444	9/11/2013	Weekly - Solid Waste Collection Weekly - Refer to PM schedule details.	10.01	Solid Waste Collection	
Solid Waste Tonnage	1444	9/12/2013	Weekly - Solid Waste Collection Weekly - Refer to PM schedule details.	8.41	Solid Waste Collection	
Solid Waste Tonnage	1512	9/18/2013	Weekly - Solid Waste Collection Weekly - Refer to PM schedule details.	9.83	Solid Waste Collection	
Solid Waste Tonnage	1512	9/19/2013	Weekly - Solid Waste Collection Weekly - Refer to PM schedule details.	8.30	Solid Waste Collection	
Solid Waste Tonnage	1574	9/25/2013	Weekly - Solid Waste Collection Weekly - Refer to PM schedule details.	9.55	Solid Waste Collection	

Solid Waste Tonnage	1574	9/26/2013	Weekly - Solid Waste Collection Weekly - Refer to PM schedule details.	8.77	Solid Waste Collection
			<b>Solid Waste Tonnage</b>	<b>73.82</b>	

### WEEKEND TRUCK (Quantity = Tons)

Weekend Truck	1616	9/30/2013	Weekend Truck - Standard Dump 9/27/13 - 9/29/13 Virginia Dubois 860-933-5239	0.29	Weekend Truck
---------------	------	-----------	---	------	---------------

### BURIALS

Burial	1469	9/15/2013	Cremation	1.00	Burial	Green Hill Cemetery
--------	------	-----------	-----------	------	--------	---------------------

### WATER SYSTEM MAINTENANCE (Public Works)

Work Order #	Location	Description	Date	Crew	Act. Hours	Class
1609	Reynold's Spring	Mow trim	9/27/2013	Utilities	5	Water
1648	Town Wide	Weekly - Miss Utility Weekly - Refer to PM schedule details.	9/30/2013	Utilities		Water
1650	7th Street Campbell Ave.	Filling and flushing line. Streetscape Project 5	9/30/2013	Utilities	10	Water
1402	Town Wide	Weekly - Miss Utility Weekly - Refer to PM schedule details.	9/1/2013	Utilities	32.5	Water
1449	Town Wide	Weekly - Miss Utility Weekly - Refer to PM schedule details.	9/8/2013	Utilities	58	Water
1451	Wood Ln.	Water leak repair.	9/9/2013	Utilities	18	Water
1466	7th Street	Water Leak Repair Service Streetscape Project 5	9/10/2013	Utilities	10	Water
1470	45 Gibson Road	Repair water service.	9/11/2013	Utilities	28	Water
1495	7th Street Broad St.	Repair blow off water leak. Streetscape Project 5	9/12/2013	Utilities	8	Water
1517	Town Wide	Weekly - Miss Utility Weekly - Refer to PM schedule details.	9/15/2013	Utilities	25	Water
1538	Campbell Ave. Between 7th & 8th St.	Water Repair Main 2" Plastic Line Streetscape Project 5	9/18/2013	Utilities	10	Water
1539	Pittsylvania Ave.	Water Maintenance	9/18/2013	Utilities	24	Water

1540	1308 3rd Street	Water Leak Repair	9/18/2013	Utilities	16	Water
1546	1306 3rd Street	Water Replace Meter Box	9/19/2013	Utilities	13.5	Water
1547	Wood Ln.	Meeting with Team Henry Reference: Fire Hydrant	9/19/2013	Utilities	2	Water
1548	Lane Company	Meeting with Lane Company Reference: Water Leak	9/19/2013	Utilities	2	Water
1549	3rd Street	Water Maintenance	9/19/2013	Utilities	16	Water
1579	Town Wide	Weekly - Miss Utility Weekly - Refer to PM schedule details.	9/22/2013	Utilities	26	Water

### SEWER SYSTEM MAINTENANCE (Public Works)

Work Order #	Location	Description	Crew	Start Date	Act. Hours	Class	Type
1544	Page 14	Sewer (Video) - Page 14	Utilities Crew	9/19/2013	6	Sewer	Video Main
1545	Page 14	Sewer Main (Root Cutting) - Page 14	Utilities Crew	9/19/2013	16.5	Sewer	Root-Cutting Main
1603	Page 9	Sewer Main (Video) Footage - Page 9	Utilities Crew	9/25/2013	12	Sewer	Video Main
1604	Page 6	Sewer Main (Root Cutting) - Page 6	Utilities Crew	9/25/2013	15	Sewer	Root-Cutting Main
1611	Page 10	Sewer (Root Cutting) Page 10	Utilities Crew	9/27/2013	9.5	Sewer	Root-Cutting Main
1612	Page 10	Sewer (Video) Page 10	Utilities Crew	9/27/2013	8	Sewer	Video Main
1550	Sites	Sewer Main - Force Main Ross Pump Station	Utilities Crew	9/19/2013		Sewer	
1537	Sites	Sewer Repair Force Main Ross Pump Station	Utilities Crew	9/18/2013	20	Sewer	
1652	Town Wide	Sewer Maintenance	Utilities Crew	9/30/2013		Sewer	
1653	Main St.	Sewer Service (Clean) Amherst Ave.	Utilities Crew	9/30/2013		Sewer	Clean Service
1654	Main St.	Sewer Service (Video) Amherst Ave.	Utilities Crew	9/30/2013		Sewer	Video Service
1486	327 Myrtle Ln.	Sewer Blockage	Utilities Crew	9/12/2013	11.5	Sewer	Blockage Service
1651	Town Wide	Sewer Maintenance	Utilities Crew	9/30/2013	10	Sewer	

# Transportation Department Monthly Report- SEPTEMBER 2013

July 1, 2013- June 30, 2014

<u>Month</u>		<u>Total # Riders</u>	<u>Average Daily Riders</u>	<u>Monthly Miles</u>	<u>Monthly Revenue</u>
July	2013	1,956	82	3,910	\$ 400.00
August		2,231	91	3,963	\$ 400.00
<b>September</b>		<b>1,705</b>	<b>78</b>	<b>3,563</b>	<b>\$ 400.00</b>

<u>Total YTD</u>	-	<u>5,892</u>	<u>82</u>	<u>11,436</u>	<u>\$ 1,200.00</u>
------------------	---	--------------	-----------	---------------	--------------------

<u>Comparison FY2013</u>	<u>Monthly Riders</u>	<u>Percent Change</u>
12-Jul	1,850	6%
12-Aug	1,962	14%
<b>12-Sep</b>	<b>1,618</b>	<b>5%</b>

# WASTEWATER

## September 2013

### SUMMARY

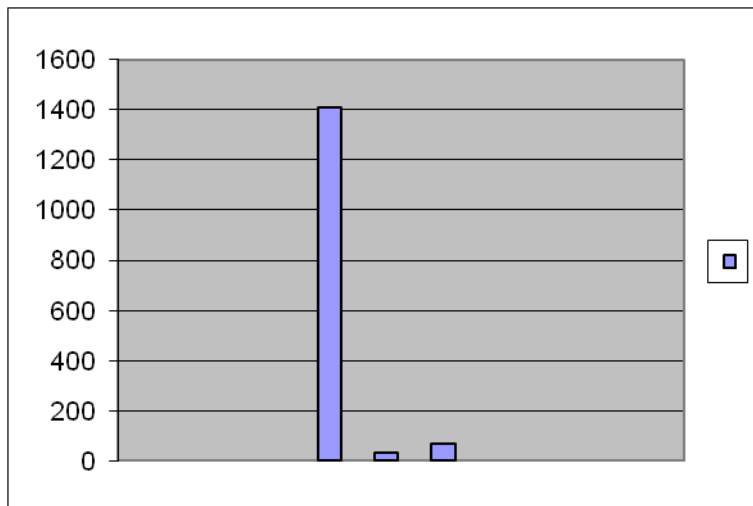
- Submitted DCLS Corrective Action Plan addressing 2013 site assessment
- Normal Maintenance to PCB test pads in Pond
- Utility Committee Meeting
- Replaced Blower for basins 3 & 4
- Greg Booth, Ph. D. with RemQuest sampled EOP for a possible Field Study
- Greg Booth, Ph. D. with RemQuest returned and put into action a Field study in the EOP
- Sampled industrial users for surcharge and permit compliance
- Normal plant operation and maintenance
- 161 wet tons of sludge processed
- Treated 63.97 million gallons of water

## September 2013

**1410.5 Man Hours Worked**

**30.5 Sick Leave**

**66 Vacation Hours**





# Town of Altavista

## Town Council Meeting Agenda Form

---

Town Clerk's Office Use:

**Agenda Item #: VII A)**

Meeting Date: October 8, 2013

### Agenda Placement: Public Hearing

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations), Public Hearings, Unfinished Business, New Business, Closed Session)

**Subject Title: VDOT's Transportation Alternatives Program (TAP) Application**

**Presenter(s): Town Manager**

---

### SUBJECT HIGHLIGHT

Last month, Council approved for Town staff to move forward with the development of an application for consideration of funding through the Virginia Department of Transportation's Transportation Alternatives Program (TAP). The project would include the area from the intersection of 7<sup>th</sup> Street & Broad Street to Bedford Avenue to Main Street back to Broad Street and be identified as the Altavista Rt. 43 Downtown Gateway Project. The project would construct new or upgrade existing sidewalks, install new and necessary pedestrian crosswalks and timed pedestrian signals for the purpose of creating safe pedestrian and bicycle access at the Town's primary community and central business district gateway entrance along Bedford Avenue. Staff anticipates that the grant application for the project will seek a project budget of \$500,000, with the Town's match portion being 20% of that total.

The Town is required to seek public input on the project through a public hearing and adopt an Endorsement Resolution for the project. This will allow the project to be considered for funding by the Commonwealth Transportation Board.

### Staff recommendation, if applicable:

Conduct the required Public Hearing on the proposed "Altavista Rt. 43 Downtown Gateway Project" and adopt the Endorsement Resolution.

### Action(s) requested or suggested motion(s):

**"I move that the Endorsement Resolution in regard to consideration of funding through VDOT's Transportation Alternatives Program be adopted and the Town Manager be authorized to execute all the necessary paperwork for such application."**

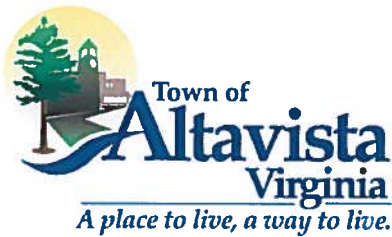
### Staff Review Record

---

Are there exhibits for this agenda item? **Yes**

List them in order they appear in the packet: *TAP Public Hearing Announcement; FY2014-2015 TAP Endorsement Resolution; Project Area Diagram*

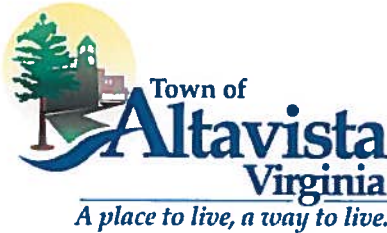
Town Manager initials and/or comments: **JWC**



**NOTICE OF PUBLIC HEARING  
Town of Altavista**

The Town of Altavista will hold a public hearing on October 8, 2013 at 7:30 pm in the J.R. "Rudy" Burgess Building (Town Hall), 7<sup>th</sup> Street, to solicit public input on a grant application to improve pedestrian access along Bedford Avenue to the downtown area through Virginia Department of Transportation's Transportation Alternatives Program.

For additional information on the proposed project, contact Waverly Coggsdale, Town Manager at (434) 369-5001. The Town of Altavista does not discriminate on the basis of handicap status in admission or access to its programs or activities. Accommodations will be made to handicapped persons upon prior request by contacting Town Hall at (434) 369-5001.



**ENDORSEMENT RESOLUTION  
FOR THE SUBMITTAL TO THE  
VIRGINIA DEPARTMENT OF TRANSPORTATION  
FY 2014-2015 TRANSPORTATION ALTERNATIVES PROGRAM**

**Whereas**, in accordance with the Commonwealth Transportation Board construction allocation procedures, it is necessary that a resolution be received from the project sponsoring jurisdiction requesting the Virginia Department of Transportation to establish a Transportation Alternatives project in the Town of Altavista.

**Now, Therefore, Be It Resolved**, that Town of Altavista, requests the Commonwealth Transportation Board to establish a project or the improvement of the Altavista Rt. 43 Downtown Gateway Project. The project will upgrade existing new sidewalks and install new and necessary pedestrian crosswalks and timed pedestrian signals for the purpose creating safe pedestrian and bicycle access at the Town's primary community and central business district gateway entrance along Bedford Avenue, which also serves as the starting point for Virginia Route 43; a State classified Virginia Scenic Byway.

**Be It Further Resolved**, that the Town of Altavista hereby agreed to provide a minimum 20 percent matching contribution for this project.

**Be It Further Resolved**, that the Town of Altavista hereby agrees to enter into a project administration agreement with the Virginia Department of Transportation and provide the necessary oversight to ensure the project is developed in accordance with all state and federal requirements for design, right of way acquisition, and construction of a federally funded transportation project.

**Be It Further Resolved**, that the Town of Altavista will be responsible for maintenance and operating costs of any facility constructed with the Transportation Alternatives Program funds unless other arrangements have been made with the Department.

**Be It Further Resolved**, that if the Town of Altavista subsequently elects to cancel this project the Town of Altavista hereby agrees to reimburse the Virginia Department of Transportation for the total amount of costs expended by the Department through the date the Department is notified of such cancellation. The Town of Altavista also agrees to repay any funds previously reimbursed that are later deemed ineligible by the Federal Highway Administration.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2013, Town of Altavista, Virginia.

BY: \_\_\_\_\_  
J. Waverly Cogsdale, III  
Town Manager, Town of Altavista

Attest: \_\_\_\_\_





**ALTAVISTA ROUTE 43 DOWNTOWN GATEWAY PROJECT**  
**VIRGINIA DEPARTMENT OF TRANSPORTATION**  
**“Transportation Alternatives Program” (TAP) Grant Application**



Meeting Date: October 8, 2013

## FINANCE/HUMAN RESOURCES COMMITTEE REPORT



The Finance/Human Resources Committee met on Tuesday, October 1<sup>st</sup> to discuss items that had been placed on their agenda. The following items are submitted for Council's review/consideration:

I: Town Investments/Water Improvements Infrastructure Funding (No Action Requested)

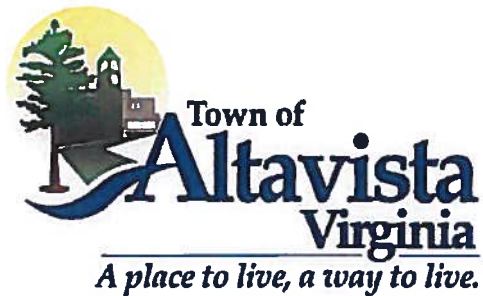
Attached is a memorandum from Tobie Shelton, Finance Director, regarding staff's on-going review of our investments and a pending change to maximize our returns. The Committee discussed this issue and staff will be communicating with some professionals on this issue and how it all relates to the potential impact on the Water Improvements Infrastructure Funding. The Committee decided it would continue discussion on this matter at their next meeting. (Attachments: *Memorandum, dated October 1, 2013 from Tobie Shelton*)

**Possible Motion: None at this time.**

II: Other Items/Updates (Informational Only)

- Armory Reuse/Redevelopment proposals review: Staff has communicated with the Masonic Lodge and is currently awaiting a more detailed, specific submittal of their original proposal.
- Health Care Benefits for Retirees – Staff is continuing to address this issue and the Committee felt this may be an issue that could be reviewed in the spring of 2014 when insurance renewals will be considered.
- Virginia Retirement System (VRS) Hybrid Retirement Plan and Disability Plan – Last month Council voted to “opt out” of the VRS's VLDP (disability plan) and the paperwork has been completed. At this time, staff continues to analyze the other options for a disability plan for our employees, hopefully a recommendation will be forthcoming in the next 60 days.

Members Present: Dalton, Edwards and Ferguson



DATE: October 1, 2013

MEMO TO: Finance Committee

FROM: Tobie Shelton

RE: Investment Policy

---

23% or \$1,646,751.55 of the Town's investment portfolio is invested in two savings accounts with Bank of the James, earning interest at a rate of .15%. These funds are not, at this time, invested in the best interest of the town. In order to maximize investments, investing long term is the way to go.

I have contacted our local banking institutions, as well as, American National and Stellar One regarding Five Year CD rates in addition to their early withdrawal penalty. Each bank I have contacted stated customers are investing in long term CDs. If rates go up meaningfully over the next year or more, customers are willing to pay the early withdrawal penalty, because they are still coming out ahead. Below are my findings:

<u>Banking Institution</u>	<u>Interest Rate on 5 YR CD</u>	<u>Early Withdrawal Penalty</u>
Bank of the James	1.25%	18 Months
First National Bank	1.19%	6 Months*
American National	1.08%	6 Months*
Stellar One	.75%	90 days of Interest
Wells Fargo	.70%	6 Months
BB&T	.50%	6 Months

Bank of the James has the best rate on a Five Year CD; however, the penalty for early withdrawal is not attractive. I asked if the penalty could be reduced, but they are unable to do so. Bank of the James does have an attractive 30-month CD with a rate of .90%, however the early withdrawal penalty is 12-months. Attached is a spreadsheet comparing a Five Year CD invested with Bank of the James and First National Bank as well as the 30-month CD at Bank of the James.

\*Early Withdrawal Penalty is 12-Months; banking institution agreed to reduce to 6-months

Anticipating the potential need for these funds over the next year or two with the upcoming waterline improvements, the comparison shows investing in a Five Year CD with First National Bank is more advantageous. If funds are invested with First National Bank, we will then have two different banking institutions holding more than 25% each of our invested funds. In December of 2011, Council approved an investment policy that states no more than 25% of the Town's invested funds should be held by a single banking institution.

As mentioned above, there is a potential need for funding over the next year or two with the upcoming waterline improvements. How we invest has a lot to do with the our debt service. It is staff's recommendation we follow previous suggestion from the Committee to obtain services from a financial advisor in regards to the funding of the Waterline Replacement Project.

Staff is seeking committee's direction at this time.

Please advise if you have any questions or wish to discuss further.

Thank you.

**INVESTMENT CALCULATIONS**  
Comparison of Five Year CDs withdrawing after 24-months

						<b>EARLY WITHDRAWAL</b>		
		<b>1.250%</b>	<b>0.150%</b>			<b>12-Mon</b>	<b>24-Mon</b>	
<b>BANK OF THE JAMES</b>		<u>5-YR CD</u>	<u>MM ACCT</u>					
Amount to Invest	1,646,751.55	Year 1	1,667,335.94	1,649,221.68		1,667,335.94	1,688,177.64	
		Year 2	1,688,177.64	1,651,695.51	Penalty	N/A	31,005.24	
		Year 3	1,709,279.86	1,654,173.05			1,657,172.40	
		Year 4	1,730,645.86	1,656,654.31				
		Year 5	1,752,278.94	1,659,139.29	Invest. Inc.	0.00	10,420.85	CD
						2,470.13	4,943.96	MM
	Investment Earned		105,527.39	12,387.74				

\*Early Withdrawal Penalty = 18 month

						<b>EARLY WITHDRAWAL</b>		
		<b>1.190%</b>	<b>0.150%</b>			<b>12-Mon</b>	<b>24-Mon</b>	
<b>FIRST NATIONAL BANK</b>		<u>5-YR CD</u>	<u>MM ACCT</u>					
Amount to Invest	1,646,751.55	Year 1	1,666,347.89	1,649,221.68		1,666,347.89	1,686,177.43	
		Year 2	1,686,177.43	1,651,695.51	Penalty	9,798.17	9,798.17	
		Year 3	1,706,242.94	1,654,173.05		1,656,549.72	1,676,379.26	
		Year 4	1,726,547.24	1,656,654.31				
		Year 5	1,747,093.15	1,659,139.29	Invest. Inc.	9,798.17	29,627.71	CD
						2,470.13	4,943.96	MM
	Investment Earned		100,341.60	12,387.74				

\*Early Withdrawal Penalty = 6 month

						<b>EARLY WITHDRAWAL</b>		
		<b>0.900%</b>	<b>0.150%</b>			<b>12-Mon</b>	<b>24-Mon</b>	
<b>BANK OF THE JAMES</b>		<u>30-MON CD</u>	<u>MM ACCT</u>					
Amount to Invest	1,646,751.55	12 mon	1,661,572.31	1,649,221.68		1,661,572.31	1,676,526.46	
		24 mon	1,676,526.46	1,651,695.51	Penalty	14,820.76	14,820.76	
		30 mon	1,684,070.83	1,654,173.05		1,646,751.55	1,661,705.70	
					Invest. Inc.	0.00	14,954.15	CD
						2,470.13	4,943.96	MM
	Investment Earned		37,319.28	7,421.50				

\*Early Withdrawal Penalty = 12 month





Meeting Date: October 8, 2013

## **POLICE/LEGISLATIVE COMMITTEE REPORT**



The Police/Legislative Committee met on Friday, September 27, 2013 to discuss items that had been placed on their agenda. The following items are submitted for Council's review/consideration:

I: Truck Inspections (Consensus requested)

The Committee discussed the on-going departmental program of truck inspections in the Town of Altavista. After discussion, it was concluded that the Altavista uniformed officers should assist the VA State Police with citations associated with the VSP conducted inspections. This would relieve our officers of actually performing the inspections and the criteria to maintain certification.

II: Business Target Advisory Group (*No Action Requested*)

The Committee reviewed the memorandum from Interim Chief Ken Walsh regarding the formation of partnership with the business community through the Business Target Advisory Group. The memorandum outlines the purpose and the potential structure of the group. The Committee wholeheartedly endorsed the formation of the Business Target Advisory Group. (Attachment: *Interim Chief Walsh's memorandum*)

III: Auxiliary Officer Update (*No Action Requested*)

The Committee reviewed a memorandum from Interim Chief Ken Walsh regarding the police department's auxiliary officer program. The memorandum outlines the potential to use an auxiliary officer to perform the function of a Crime Prevention Specialist. The Town's cost associated with having an individual serve as an auxiliary officer is estimated at \$1,070, as outlined in the memorandum. As this program has been on-going appropriate funds are included in the current year's budget. The Committee believes the use of an auxiliary officer is mutually beneficial to the Town and the individual and endorses the program. (Attachment: *Interim Chief Walsh's memorandum*)

III: Other Items/Updates (*Informational Only*)

- Staff is looking into an Emergency/Information Notification System that could be utilized by the Police Department, as well as other Town departments. It would be a voluntary service provided to citizens and businesses.
- Accreditation – Staff is gathering information relative to the Accreditation process and will report back to the Committee.

Members Present: Edwards, Emerson and George

## Memorandum

**TO:** Mr. J. Waverly Coggsdale, III, Town Manager

**FROM:** Major Kenneth I. Walsh, Jr., Interim Chief of Police

**DATE:** 22 August 2013

**RE:** Business Target Advisory Group (TAG)

The Altavista Police Department's mission and vision statements highlight our goal to provide outstanding customer service and protection to all of our citizens, business owners/ operators, and visitors. The purpose of this report is to provide an overview of the police department's proposal for partnering with the business community to enhance the current services that we provide, and to discuss new ways to provide services to them in the future by creating a Business Target Advisory Group.

**Mission Statement.** The mission of the Altavista Police Department is to safeguard lives and property of the citizens we serve, to reduce the incidents and fear of crime, and to enhance public safety while partnering with the community to improve their quality of life. Our mandate is to do so with honor, integrity and excellence, while at all times conducting ourselves with the highest ethical standards to maintain public safety.

**Vision Statement.** The Altavista Police Department will continue to adapt and evolve as we provide the highest level of service and protection to our residents and the visitors to our community. With this vision in mind, we will achieve and surpass them by providing our officers with the knowledge, tools and opportunities to meet and exceed the needs of the Town of Altavista. We will work in cooperation with our community to proactively identify and address areas of needed improvement, and to continually provide the level of service and safety deserved by our Town, its residents and visitors.

**Why a Business TAG?** A Business Target Advisory group will create an opportunity for a cross-section of the Altavista business community and the Altavista Police Department to have an open dialogue about business related safety issues in a semi-structured environment. This format will build and create pipeline for discussion of issues that affect the business community that would enable the Department to better serve the business community public safety needs. A business centered TAG communicates to the business community that the Altavista Police Department is accessible by creating a consistent environment for frank, open discussion.

**Target Advisory Group Structure.** The structure is a cross section of business owners/operators/managers that will be invited, by letter, to participate on the Business TAG which will meet quarterly. The purpose of the Business TAG is to create a venue for open communication between the Police Department and members of the business community. This will also provide an opportunity for Police Department to update the business leaders on activities of the Police Department and for businesses to share issues and opportunities. The structure will be casual meetings facilitated by the President of the Chamber of Commerce. Each meeting would include a Police Department update followed by a roundtable discussion about public safety as it relates to the business needs.

- **Who will participate?** We will invite cross sections of business leaders representing a variety of our Altavista business sectors. Participants will provide support, suggestions and problem-solving solutions to the TAG for discussion, while raising public safety issues related to business success to include workforce input. Participants should include the Chief of Police, a member of the police committee, the President of the Chamber of Commerce, and the Economic Development Director.

**There is an element to community policing that includes building relationships with members of the business community before a public safety need arises.** The creation of a Business TAG is the beginning of those critical relationships regarding the many ways to improve services. The following methods could be employed by the police department to provide better customer service to the community. These would be topics for discussion at the first Business TAG.

- **Emergency Alerts-** Initiate alerts to local businesses through e-mail, text, and telephone when crimes occur. This would be especially helpful when scams, frauds, or robberies occur in the area.
- **Complainant/ Victim Satisfaction Rating-** Every month a few randomly selected calls for service that were handled by officers of the Altavista Police Department would be reviewed by contacting the complainant/ victim and assisting them with completing a customer service rating form.
- **Crime Prevention-** We can provide information to businesses to prevent crime, and ways to assist us if crimes occur. Two officers from the police department will be certified as Crime Prevention Specialists by the Department of Criminal Justice Services.
- **Merchant Books-** The police department has received many favorable comments regarding the use of these books. We would like to have guidance from the committee relating to a department policy. The policy should address how often to rotate these books, and how many books should we place in the businesses. We currently have eight books in various businesses in town.

**I believe that the Altavista Police Department can have an impact in the recruitment of business and industry.** While this may seem to be a foreign concept to most law enforcement agencies, the following areas are elements for business and industries considering our community, or any community for that matter:

- **Crime Reporting-** We will provide crime statistics to the Economic Development Director, Megan Lucas, in order to allow her to show potential recruits the low crime rate, the high clearance rate, and the quality of life enjoyed by the community.
- **Law Enforcement/ Business Committee-** The formation of this committee will demonstrate our strong desire to partner with the business community, and allow potential recruits to observe the services that they will receive by coming to Altavista.

**APD response and future commitment.** I look forward to partnering with the business community to meet the challenges that we face in providing outstanding service to the community we serve. I am absolutely committed to assisting the Town of Altavista find ways to achieve economic growth and development for the future.



## Memorandum

**TO:** Mr. J. Waverly Coggsdale, III, Town Manager

**FROM:** Major Kenneth I. Walsh, Jr., Interim Chief of Police

**DATE:** 26 August 2013

**RE:** Auxiliary Police Officer Position

The Altavista Police Department currently has two unfilled positions for auxiliary police officers. It is my desire to hire a certified police officer for one of these positions to fulfill the role of crime prevention specialist. Auxiliary officer are required to contribute 12 hours a month to the police department.

**The role of a crime prevention specialist.** The crime prevention specialist will perform a very important role in the services provided by the police department under the umbrella of the Business Target Advisory Group. It has been demonstrated that cooperation between police departments and the businesses in their jurisdiction has fostered a reduction in crime related to those businesses. Prevention of crime is a primary goal for my department and evidence of that cooperation should contribute to economic development.

The following duties will be the responsibility of the assigned officer.

- To provide citizens within his/her jurisdiction information concerning personal safety and the security of property, and other matters relating to the reduction of criminal opportunity.
- To provide business establishments within his/her jurisdiction information concerning business and employee security, and other matters relating to the reduction of criminal activity, including but not limited to, internal and external theft, environmental design, and computer security.
- To provide citizens or businesses within his/her jurisdiction assistance in forming and maintaining neighborhood or business watch groups or other community-based crime prevention programs.
- To provide assistance to other units of government within his/her jurisdiction in developing plans and procedures related to the reduction of criminal activity in government and the community.
- To promote the reduction and prevention of crime within his/her jurisdiction and the Commonwealth of Virginia.

**The cost to initiate and maintain the auxiliary position.** The following costs would be incurred by the police department for the position.

- Annual membership dues for the Central Virginia Criminal Justice Academy are \$345.00 per officer.
- The initial cost of uniforms and equipment would be less than \$400.00.
- The cost for the psychological evaluation, physical, and drug screen would be \$325.00.
- The total cost would probably be less than \$1,070.00.

**APD response and future commitment.** I look forward to partnering with the business community to meet the challenges that we face in providing outstanding service to the community we serve. I am absolutely committed to assisting the Town of Altavista find ways to achieve economic growth and development for the future.





## PUBLIC WORKS/UTILITY COMMITTEE REPORT



The Public Works/Utility Committee met on Wednesday, October 2<sup>nd</sup> to discuss items that had been placed on their agenda. The following items are submitted for Council's review/consideration:

I: Town Bicycle Accommodation Plan (DRAFT) (Action Requested)

Previously, the Town Bicycle Accommodation Plan (Draft) that was prepared by Region 2000 staff was distributed to Town Council for their review. The Committee has discussed this issue and feels it would be best to invite Kelly Hitchcock of the Region 2000 staff to a brief work session to give Council an overview of the plan. The Committee recommends that the work session be scheduled for **Tuesday, November 12<sup>th</sup> at 6:00 p.m.** and would include an overview of the plan and an opportunity to ask questions or offer suggestions. (Attachments: *None*)

***Possible Motion: Approve work session regarding the Town Bicycle Accommodation Plan (Draft) for Tuesday, November 12<sup>th</sup> at 6:00 p.m. in Council's Chambers.***

II: Campbell County – Water Tank Request (Action Requested)

The Committee has considered the possibility of seeking to obtain the elevated water tank located adjacent to the Altavista Commons Shopping Center from Campbell County. The attached letter from Clif Tweedy, Deputy County Administrator, indicates the County's intent to dismantle the tank and the associated costs. It is also noted that the removal of the tank will require the Town to install a circuit that will close the valve when Reynolds Spring is in operation. The Committee has discussed and recommends the Town request that Campbell County convey the tank to the Town of Altavista and that the funding that would be used for demolition of the tank be appropriated to the Town by the County. (Attachment: *Letter from Campbell County, dated June 21, 2013, regarding Dearing Ford Water Tank*)

***Possible Motion: Authorize Town Manager to correspond with Campbell County in regard to conveyance of the Dearing Ford Water Tank to the Town from the County with \$40,000 appropriated to Town from the County.***

III: Other Items/Updates (*Informational Only*)

- WWTP EOP – The Committee has asked staff to develop an informational packet for Council regarding the on-going activities related to the WWTP Emergency Overflow Pond. Discussion was held on the possibility of creating a dike in a portion of the pond, as well as other items that could possibly assist companies in their efforts to sample and do tests in the pond; these items were tabled for further review and discussion.

Public Works/Utility Committee Report to Town Council for October 8, 2013 (continued)

- English Park paving – Staff is working having the park pavement areas surface treated.

Members Present:       Ferguson and Dalton

# COUNTY OF CAMPBELL



## SUPERVISORS

JAMES A. BORLAND  
CHARLES W. FALWELL  
STANLEY I. GOLDSMITH  
EDDIE GUNTER, JR.  
HUGH T. PENDLETON, JR.  
J.D. PUCKETT  
STEVEN M. SHOCKLEY

BOARD OF SUPERVISORS  
POST OFFICE BOX 100, RUSTBURG, VIRGINIA 24588  
[www.campbellcountyva.gov](http://www.campbellcountyva.gov)

COUNTY ADMINISTRATOR  
R. DAVID LAURELL

ALTAVISTA (434) 592-9525  
BROOKNEAL (434) 283-9525  
LYNCHBURG (434) 592-9525  
RUSTBURG (434) 332-9525  
FAX NO. (434) 332-9617

June 21, 2013

Mr. Waverly Coggsdale, III, Manager  
Town of Altavista  
510 7<sup>th</sup> Street  
Altavista, Virginia, 24517

**RE: Water Tank**

Dear Waverly:

As we recently discussed the County no longer has need of the 300,000 gallon elevated water storage tank adjacent to Wal-Mart. The primary need for the tank as currently configured is to supply water pressure to the Gibsonland subdivision. It also provides some redundancy to the overall system in the Altavista area. However, this benefit is minimal compared to the estimated cost to repaint the tank.

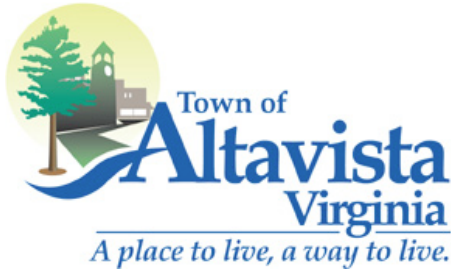
The tank must be repainted in the next few years at an estimated cost of \$250,000. We have received preliminary estimates to demolish the tank (\$40,000), convert the altitude value to a pressure sustaining value and reconfigure the piping (\$16,000). This will allow the Town to continue to use the water from Reynolds Spring and provide pressure to Gibsonland when the spring pumps are not running.

During August we are planning to prepare the bid documents to get prices for contractors to perform the work to reconfigure the system and remove the tank. If the Town would like for the County or CCUSA to consider other alternatives please let me know within the next 30 days. If you would like to meet to discuss further, please do not hesitate to contact me at 434-332-9621 to set up a meeting.

Sincerely,

Clifton M. Tweedy, P.E.  
Deputy County Administrator

cc: Frank L. Davis, Jr., Interim CCUSA Administrator  
R. David Laurrell, County Administrator



**Agenda Item: XI A)**  
**Attachment: 5a**

## **PROJECT UPDATE – For Month of September 2013**

### **VDOT Enhancement Project and Downtown Utility Replacement Project and Pittsylvania Avenue Intersection Project**

- Pittsylvania Avenue has been reopened.
- Utility Work continues on 7<sup>th</sup> Street.
- Concrete work along Main Street between Pittsylvania Avenue and Campbell Avenue continues.

### **Bedford Avenue Waterline Replacement Project**

- Project Coordination Meeting is set with VDOT on Monday, October 7<sup>th</sup>.
- Surveying work is underway in the project area.

◀ Sep 2013 ~ October 2013 ~ Nov 2013 ▶						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<b>5<sup>th</sup> Annual Downtown Scarecrow Stroll October 1-31</b>	<b>1</b> Finance Committee 4:00 PM	<b>2</b> Public Works/Utility Committee 7:00 A.M	<b>3</b>	<b>4</b>	<b>5</b> First Saturday Trade Lot
<b>6</b>	<b>7</b>	<b>8</b> Council Closed Session 5:00PM Finance Committee Meeting 6:45 PM Town Council Meeting 7:00 PM	<b>9</b> Frank Murray Retirement Dinner @ Avoca	<b>10</b> County/Town Joint Dinner Meeting @ Train Station 6:30 PM	<b>11</b>	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b>	<b>22</b> AEDA Meeting 8:15 A.M.	<b>23</b> Public Works/Utility Committee 7:00 A.M.	<b>24</b>	<b>25</b>	<b>26</b>
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>Notes:</b>	

~ November 2013 ~						
◀ Oct 2013						Dec 2013 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2 First Saturday Trade Lot
3	4	5 Finance Committee 4:00 PM	6	7	8	9
10	11	12 Finance Committee Meeting 6:45 PM Town Council Meeting 7:00 PM	13	14	15	16
17	18	19	20	21	22	23
24	25	26 AEDA Meeting 8:15 A.M.	27 Public Works/Utility Committee 7:00 A.M.	28	29	30